

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
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Organization and Functions  
ORGANIZATION OF CALIFORNIA ARMY NATIONAL GUARD UNITS

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\*This regulation supersedes CAL ARNG 10-1 dated 7 November 1991.

## CHAPTER 1

### GENERAL

#### 1-1. REFERENCES.

- a. DA PAM 25-30, Consolidated Index of Army Publications and Blank Forms (replaces AR 310-1, Publications, Blank Forms, and Printing Management).
- b. AR 71-13, Equipment Authorization and Usage Programs.
- c. AR 71-31, Management System for Tables of Organization and Equipment.
- d. AR 200-2, Environmental Effects of Army Actions.
- e. AR 220-1, Unit Status Reporting
- f. AR 310-25, Dictionary of U.S. Army Terms (Short Title: AD).
- g. AR 310-49, The Army Authorization Documents System.
- h. AR 611-1, Military Occupational Classification Structure Development and Implementation (Update includes ARs 611-101, 611-112, and 611-201).
- i. NGR 10-1, Organization and Federal Recognition of Army National Guard Units.
- j. NGR 10-2, State Area Command, Army National Guard.
- k. NGR 310-10, Military Publications - Military Orders.
- l. NGB Pam (AR) 71-13, Equipment Authorization Guide.

1-2. PURPOSE. This regulation prescribes policies and procedures for activation, federal recognition, reorganization, change of station and changes to Modified Table of Organization and Equipment/Table of Distribution and Allowances (MTOE/TDA) documents for California Army National Guard (CA ARNG) units.

1-3. USER COMMENTS. Users of this publication are invited to submit comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to the Office of The Adjutant General, ATTN: CAOT-FD, P.O. Box 269101, Sacramento, California 95826-9101.

1-4. DEFINITION OF TERMS. Abbreviations and special terms used in this regulation are explained in Appendix A.

1-5. The organization or force structure of the CA ARNG consists of two distinct types of units. A description of these units is provided below:

a. Modified Table of Organization and Equipment (MTOE) units. Units organized under an MTOE are structured and equipped to accomplish, when mobilized/deployed, specific wartime missions as directed by Department of the Army. MTOE organizations/units are deployable assets. An infantry battalion and military police company are examples of a MTOE organization and a MTOE unit.

b. Table of Distribution and Allowance (TDA) units/activities. Units organized under a TDA are structured and equipped to accomplish general missions primarily of an administrative or logistical nature and are normally not deployable assets. A TDA unit may be authorized personnel and equipment, personnel only or equipment only. A TDA unit or a part thereof may augment an MTOE unit to provide additional capabilities during a peacetime environment not needed after the MTOE unit is mobilized.

(1) The State Area Command (STARC). The STARC TDA is governed by NGR 10-2. The personnel and equipment augmentations of the STARC TDA can be modified or changed, with certain limitations, to support new requirements. Request for changes may be initiated at any level and forwarded through channels to the headquarters. Requests for either personnel or equipment changes must be submitted in accordance with instructions detailed in Chapter 5 of this publication.

(2) Regional Training Site, Maintenance (RTSM). Provides Maintenance Military Occupation Specialty/Additional Skill Identifier (MOS/ASI) transition and sustainment training support at Camp Roberts to reserve and active component maintenance companies and individuals with maintenance related duties.

(3) Camp Roberts Installation Support Unit (ISU). The Camp Roberts TDA authorizes personnel and equipment necessary to operate during premobilization. The TDA provides the basic structure that when augmented, will function as the Camp Roberts Garrison upon mobilization.

(4) 1106th Aviation Classification and Repair Activity Depot (AVCRAD). This unit provides aviation intermediate and depot maintenance. The AVCRAD is a depot roundout unit and, unlike most TDA units, the entire unit or teams may be deployed to support Army Missions or operations. Equipment authorized to the 1106th AVCRAD is deployed with the unit.

(5) Command Airplane Team. This unit provides the aircraft and crew to support the 175th Medical Brigade area supervision mission. The personnel and equipment are a peacetime augmentation to the 175th Medical Brigade and do not mobilize or deploy with the Brigade.

(6) Reconnaissance and Interdiction Detachment (RAID). This unit provides airborne scouting and reconnaissance support for drug interdiction and surveillance, during day and night operations. Currently, this unit is required 12 personnel and authorized 0, but is authorized all of its equipment.

(7) Operational Support Airlift (OSA). Provides fixed wing operational airlift in support of National Guard and federal agencies during peacetime, state and national emergencies.

(8) Mess Team Augmentations. These TDAs authorize equipment and personnel to MTOE units to augment or provide mess teams for home station subsisting. The personnel and equipment are a peacetime augmentation to the unit and do not mobilize or deploy with the unit.

(9) Equipment Only TDA Units. TDA units have been organized to document equipment requirements for the Camp Roberts and Fort Irwin MATES, Long Beach and Stockton Combined Support Maintenance Shops (CSMS) and the Los Alamitos, Sacramento and Stockton Army Aviation Support Facilities. The TDAs provide equipment for the above activities not otherwise authorized the CA ARNG. Equipment only TDAs are not authorized any personnel.

## CHAPTER 2

## FORCE STRUCTURE AND STATIONING MANAGEMENT

2-1. This headquarters is the approving authority for all requests to reorganize and restation CA ARNG units/organizations. National Guard Bureau (NGB) must approve requests to organize, reorganize, convert, consolidate, redesignate or change the station of any CA ARNG unit or organization. The Force Structure Advisory Committee (FSSAC) will review all requests to alter the structure or composition of the CA ARNG and provide a recommendation to the Commander, CA ARNG. Once a FSSAC recommendation is approved by the Commander, CA ARNG, it will be submitted by this headquarters to NGB consideration. Any request to reorganize units or organizations must be submitted in sufficient time to allow this headquarters and NGB to complete staffing actions. Requests will be submitted on the forms described in Appendix B.

2-2. COMPOSITION. The FSSAC is composed of a representative from selected staff of The Office of The Adjutant General, the Senior Army Advisor's Office, USPFO, and from each Senior Command (SRCOM). The Director, Organization and Training will chair the FSSAC.

2-3. CHARTER. The FSSAC will advise and recommend to the Commander, CA ARNG all actions pertaining to the organization, reorganization, conversion, consolidation, and redesignation of CA ARNG units by:

a. Collecting, validating, analyzing, and consolidating resource data on past, present and future demographics including information by region on population, age, socioeconomics, education and other related factors, such as types of industries, type of cities in region, existence of public transportation.

b. Determining the requirements for regional subordinate headquarters and type best suited for each area maximizing the use of existing facilities.

c. Identifying those areas of the State of California that will best support the future growth of the CA ARNG, identifying where the construction of new facilities is needed.

d. Projecting the future force structure, considering these factors:

- (1) Minimize trauma on readiness and personnel.
- (2) State mission requirements.
- (3) Demographic changes.
- (4) National security requirements.

2-4. FUNCTIONAL RESPONSIBILITIES.

a. Director, Organization and Training (Chairman)

- (1) Facilitate committee meetings.
- (2) Institute Cdr, CA ARNG/The Adjutant General (TAG) Force Structure and Stationing goals and objectives.
- (3) Assign issues and tasks to committee members as deemed necessary.
- (4) Determine training readiness impact on personnel and state Department of the Army Master Priority List (DAMPL)/Force Activity Designator (FAD)/Authorized Level of Organization (ALO) profile.
- (5) Determine availability and accessibility of Weekend Training Site (WETS) from unit locations (distance and driving time).
- (6) Provide committee recommendations to Cdr, CA ARNG for approval.

b. Director, Plans, Operations and Security.

- (1) Determine state mission requirements and evaluate capabilities of the force to respond.
- (2) Determine potential missions for various regions of the state, plan for contingencies with available command and control headquarters and units within the state.
- (3) Identify other governmental and military plans relative to state mission and post mobilization operational requirements.

c. Director, Logistics

- (1) Provide cost analysis of equipment relocations.
- (2) Determine availability of equipment to support new organizations.

d. Director, Military Personnel

(1) Determine impact on strength both statewide/commands and impact on grade structure (excess, double slotting).

(2) Determine recruiting and retention impact based on past performance of unit type and area.

(a) Demographics.

(b) Recruiter relocations.

e. Director, Maintenance

(1) Determine impact on the State Surface Maintenance Support Plan.

(2) Impact on OMS availability.

(3) Determine OMS adequacy.

(4) Impact on CSMSs.

(5) Impact on MATES

f. Director, Facilities Engineering

(1) Provide analysis on capacity of current armories to meet stationing proposals and any required modification costs.

(2) Determine equipment parking adequacy at proposed armory locations.

(3) Recommend best use of existing facilities and requirement for new facilities.

g. Director, Support Personnel Management Office

(1) Provide analysis on full-time manning impact.

(2) Determine full-time manning gains/losses, number of transfers and cost, and retaining costs.

h. Director, State Personnel

(1) Provide analysis on full-time state manning support.

(2) Determine state full-time manning gains/losses and transfers/RIFs.

i. Director, Army Aviation

(1) Determine impact on aviation assets and personnel relative to performing both State and Federal missions.

(2) Provide forecast of future aviation assets required for potential state missions for various regions.

j. Director, Environmental Programs

(1) Provide technical assistance in the preparations of environmental documentation and other environmental issues.

(2) Review environmental documentation for unit activation, reorganization, change of station, changes to MTOE/TDA and similar actions.

(3) Coordinate with the Directorate of Organization and Training to identify potential environmental issues.

k. Director, Information Management

Determine impact on Unit Reserve Component Automation System (RCAS), photocopiers, telecommunications systems, computers and related equipment, as a result of units changing station, organizing or reorganizing.

l. State Comptroller

Provide state funding analysis for changes in facilities and/or personnel which impact on state funds, reimbursements, and federal funds, reimbursements, and federal funds flowing through the state treasury system.

m. United States Property and Fiscal Office (USPFO)

(1) USPFO will determine availability of equipment for units requesting organizations, reorganizations, or conversions.

(2) Provide analysis of federal funding available to support organizations, reorganizations, or conversions of units.

n. SRCOMs

(1) Identify specific units/organizations for organization, reorganization, consolidation, redesignation or restationing which will enhance the units/organizations ability to perform it's state and federal missions.



c. Permanent Orders are required for the implementation of all MTOE and TDA documents. TDAs authorizing equipment only require no Permanent Orders for implementation. CAOT-FD will publish Permanent Orders for reorganizations. Examples and an explanation for input to Permanent Orders is provided at Appendix H.

d. Commanders requesting a unit reorganization, such as organizing a detachment, will submit a stationing plan as outlined at Appendix C and provide a paragraph and line breakout from the MTOE identifying the make up of the reorganized unit, with the stationing plan. Upon receipt of Organizational Authority from NGB, CAOT-FD will publish Permanent Orders announcing the reorganization. Commanders will take no action in anticipation of unit changes until they receive Permanent Orders from this headquarters. In the event an exception is required, CAOT-FD will publish correspondence describing the exception and the actions to be accomplished by the USPFO and/or the unit commander.

e. TDA equipment only augmentations to units may be authorized by NGB to equip selected operations such as a CSMS, MATES, or flight facility. The facility commander or superintendent of the activity is responsible for accounting, maintaining, and requisitioning equipment authorized by that document. The equipment listed in the TDA does not accompany the parent unit in the event of mobilization. Should the parent unit mobilize and deploy to another location, disposition of TDA equipment will be directed by the USPFO.

f. The USPFO will allow for the requisitioning of equipment authorized by a MTOE/TDA, 365 days prior to the effective date of the Permanent Order for that document. Exceptions to the above will be identified to the USPFO by memo from CAOT-FD. CAOT-FD will identify courses of action to the USPFO and/or unit commander.

### 3-3. Conversion, Consolidation, and Redesignation.

a. Approval from NGB and this headquarters is required for proposals to convert, consolidate, and redesignate Army National Guard units and detachments. SRCOM headquarters desiring to effect such changes to units of their command will submit data in accordance with Appendix C and Appendix E, to this headquarters, Attn: CAOT-FD, a minimum of 180 days prior to the desired effective date.

b. NGB may direct force structure changes. Upon notification by this headquarters to a SRCOM of a pending NGB directed action, the SRCOM/unit will submit a stationing plan to CAOT-FD, 12 months prior to the effective date of the action.

c. Upon receipt of Organizational Authority from NGB, CAOT-FD will publish Permanent Orders announcing the requested action. Commanders will take no action in anticipation of unit changes until Permanent Orders published by this headquarters are received. In the event an exception is required, CAOT-FD will publish correspondence describing the exception and the actions to be accomplished by the USPFO and/or the unit commander.

3-4. Change of Station.

a. A headquarters desiring to change the location of any unit or detachment of its command will forward a stationing plan through channels to this headquarters requesting authority to change the location of a unit. Requests will arrive at this headquarters, Attn: CAOT-FD, 180 days prior to the desired date of change of relocation and will include all statements as required by Appendix C, Appendix D, and Appendix E to this regulation.

b. This headquarters will arrange for the necessary facility inspections and prepare the statement required by NGR 10-1.

c. Upon receipt of Organizational Authority from NGB, CAOT-FD will publish Permanent Orders announcing the restationing of units. Commanders will take no action in anticipation of unit changes until Permanent Orders published by this headquarters are received. In the event an exception is required, CAOT-FD will publish correspondence describing the exception and actions to be accomplished by the USPFO and/or the unit commander.

### CHAPTER 3

#### ORGANIZATION, REORGANIZATION, CONVERSION, CONSOLIDATION REDESIGNATION, AND CHANGE OF STATION

##### 3-1. Organization.

a. Units/organizations are allocated to the State of California by the Chief, National Guard Bureau (NGB). These units may be organized at the direction of this headquarters and, will be organized in accordance with appropriate MTOE/TDA documents as published by NGB. SRCOM headquarters may propose activating a detachment of an existing unit.

b. Approval from NGB and this headquarters is required for proposals to organize Army National Guard units and detachments. SRCOM headquarters desiring to effect such changes to units of their commands will submit data in accordance with Appendix C and Appendix E to this headquarters, Attn: CAOT-FD, a minimum of 180 days prior to the desired effective date. Prior to submission of stationing plan from this headquarters to NGB, the SRCOM will take the necessary actions to ensure that the proposed unit will meet minimum standards as prescribed in AR 220-1, by the requested effective date of the organization.

c. When a unit is to be organized, this headquarters, in conjunction with NGB and the gaining senior organization, will establish the location, unit designation and effective date of activation. Concurrently, and if required, the gaining senior organization will assist the new unit in preparation for the Federal Recognition Inspection. Requirements for Federal Recognition are listed in paragraph 8, NGR 10-1.

d. A Federal Recognition Inspection is required when a unit is organized, returned to control of the CA ARNG, or when Federal Recognition is re-extended to the unit from which Federal Recognition has previously been withdrawn. Details of the Federal Recognition Inspection will be coordinated between the OTAG Force Development Officer and the Senior Army Advisor assigned to this headquarters.

e. Withdrawal of Federal Recognition from an existing unit may occur at the direction of NGB for failure to attain or maintain prescribed standards (paragraph 12, NGR 10-1). Withdrawal of Federal Recognition will also occur if a unit is withdrawn from the force structure by authority of NGB. If Federal Recognition is withdrawn from a unit, procedures as outlined in NGR 10-1 will be followed for disposition of personnel. Equipment disposition will be directed by the United States Property and Fiscal Office (USPFO). This headquarters will determine the future use of any armory and related state owned property affected by the withdrawal of Federal Recognition from a unit.

f. Upon receipt of Organizational Authority from NGB, CAOT-FD will publish Permanent Orders announcing organization of new troop allocations to the state force structure. Commanders will take no action in anticipation of unit changes until Permanent Orders published by this headquarters are received. In the event an exception is required, CAOT-FD will publish correspondence describing the exception and the actions to be accomplished by the USPFO and/or the unit commander.

### 3-2. Reorganizations.

a. Units may be reorganized by revisions to that units authorization document (MTOE/TDA), as directed by Department of the Army through Training and Doctrine Command (TRADOC) and NGB or an NGB approved change in the basic structure of the authorization document such as the organization of a detachment and the reorganization of the parent unit. MTOE documents that supersede previous authorization documents, except TDA equipment only augmentations, will be implemented by Permanent Orders published by CAOT-FD. Personnel excess to the MTOE/TDA authorized strength and grade allocations as a result of a reorganization may be retained excess for the period of one year. Federal property excess to a unit as a result of a reorganization will be identified to the USPFO and disposed of with SRCOM concurrence and at USPFO direction. Disposition of state owned property will be directed by this headquarters.

b. CAOT-FD receives one copy of the TAADS-R (The Army Authorization Documents System - Redesigned) document (MTOE/TDA) from NGB. Consolidated change documents are no longer published under TAADS-R. This office will provide copies to the following entities: 1 ea unit/bn, 1-intermediate hq, 1-SRCOM, 1-USPFO, 1-CALG, 1-CAIM, 1-CAMN, 1-CAMP, 1-CAAO (for AVN units only), 1-CAFE, 1-CASP, 1-40th ID(M) PBO (40th ID(M)units only). New authorization documents are published by NGB whenever a change, in either personnel or equipment, is initiated by DA. Equipment declared excess to a MTOE/TDA as a result of a new authorization document will be disposed of as directed by USPFO.

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(2) Submit request for organization, reorganization, consolidation, and redesignation of units in the format provided at Appendix C.

(3) Submit request for restationing of units in the format provided at Appendix D.

(4) Submit ARNG Environmental Checklist for any unit reorganization, conversion, consolidation, redesignation, change of station, and MTOE/TDA change, in the format provided at Appendix E.

(5) Determine impact of the request on other SRCOMs. Coordinate and resolve issues with other SRCOMs prior to the submission to the committee.

#### 2-5. MILESTONES AND PROCEDURES.

a. Agenda items for the FSSAC must be submitted 45 days in advance of the scheduled meetings.

b. CAOT-FD will forward the FSSAC agenda to committee members no later than 30 days prior to the meeting.

c. CAOT-FD will forward issues for decision to the Cdr, CA ARNG The Adjutant General, if required, within 15 days following the FSSAC meeting.

d. Notice of decisions made by Cdr, CA ARNG or The Adjutant General will be forwarded to committee members as soon as possible.

e. Upon receipt of a unit stationing/reorganization plan, CAOT-FD will forward the proposal to committee members requesting a 30 day suspense for staffing.

## CHAPTER 4

## ASSIGNMENT/ATTACHMENT OF UNITS

4-1. A unit or organization may be assigned to another unit or organization at the request of the senior organization commander and when approved by this headquarters. Requests for assignment or change in assignment will be submitted through channels to arrive at this headquarters, ATTN: CAOT-FD, 60 days prior to the desired effective date. Permanent Orders will be published by this headquarters announcing assignment of units and will remain in effect until amended or rescinded. Task organizing for annual training or limited scope contingencies such as state emergencies are exempted from provisions of this section.

4-2. A unit or organization may be assigned or attached to another unit or organization for administration, supply, training, operations or any combination thereof. Requests for assignment or limited attachment will be submitted through channels to arrive at this headquarters, ATTN: CAOT-FD, 60 days prior to desired effective date.

4-3. Request for full or limited attachment will include the following information:

- a. Designation of unit/organization to be attached or assigned.
- b. Designation of unit/organization to which assignment or attachment is proposed.
- c. Purpose for attachment, e.g., attached for administrative purposes.
- d. Duration of attachment.
- e. Effective date for attachment.

4-4. Permanent Orders will be published by this headquarters announcing the attachment of units and will remain in effect for the duration specified or until rescinded.

4-5. Permanent Orders will assign a unit/organization to its next higher headquarters for purposes of organizations, reorganizations, conversions, consolidations, redesignations, and change of station.

## CHAPTER 5

## MTOE/TDA CHANGE PROCEDURE

## 5-1. PERSONNEL ACTIONS.

## a. MTOE Units:

(1) Requests for personnel changes to allocations that are identified on a unit's Base TOE will be submitted on a DA Form 4610-R, Equipment Changes in MTOE/TDA. A thorough review of AR 611-1, AR 310-49, and AR 71-13 is recommended before initiating a MTOE change request.

(2) Requests for changes to personnel allocations that are not identified on a unit's Base TOE, will be submitted on DA Form 2028, Recommended Changes to Publications and Blank Forms. Justification for change to a Base TOE must conform to AR 611-1 and current Army doctrine. Changes to a unit's Base TOE cannot be approved by NGB and must be forwarded to the appropriate service school for approval. Due to the review cycle it will take approximately 24-48 months for a recommended change to be reviewed, approved, and reflected on an MTOE. It is strongly recommended that the unit commander or designated representative, contact this headquarters' Force Development Branch, for administrative guidance before requesting a change to the MTOE/TDA document.

(3) The DA Form 4610-R/2028 will be addressed to NGB-ARF, Arlington, VA 22204-1382, and forwarded through channels to this headquarters, Attn: CAOT-FD. After review at this headquarters, the request will be assigned a State Control Number and forwarded to NGB. A DA Form 4610-R checklist is at Appendix F and a blank DA Form 4610-R is at Figure 5-4 of this regulation.

(4) Units will take no action until notification of approval is received from this headquarters.

## b. STARC TDA:

(1) This headquarters has authority (pen and ink) to approve certain changes to MOS codes, position titles, and adjust personnel authorizations within existing grades and numbers. Changes to General Officer positions will be approved by NGB. Any personnel changes to Det 1 STARC (USPFO Spt), Det 2 STARC (CSLO), Det 3 STARC (Los Alamitos AFRC), Det 4 STARC (Troop Command), Det 5 STARC (Rec & Ret), Det 6 STARC (Sel Svc), SIDPERS, MOBCON, STARC TDA augmentation or movement from paragraph 003Z of the STARC TDA, are not within pen and ink authority and must be approved by NGB.

(2) Requests for personnel changes not within pen and ink authority may be submitted at any time on DA Form 4610-R, to this headquarters, Attn: CAOT-FD. Requests for personnel changes within pen and ink authority may be submitted using memoranda format and forwarded to this headquarters, Attn: CAOT-FD. A completed DA Form 4610-R, requesting personnel changes, is at Figure 5-2. All Warrant Officer personnel changes will be submitted using DA Form 2028. An example of a completed DA Form 2028 is at Figure 5-1. All requests will include justification for the change. If the change involves a position filled by a soldier in Technician, Active Guard/Reserve, or State Active Duty status, a statement must be made describing the impact to that soldier if the change is made.

c. Camp Roberts Installation Support Unit (ISU) TDA: The ISU has limited pen and ink authority. Changes to the ISU TDA will be submitted to this headquarters, Attn: CAOT-FD, for staffing and approval. Requests for pen and ink changes will be in memorandum format. The request must include current organization by paragraph and line and the proposed organization by paragraph and line. Justification will also be included. The Office of Military Personnel will not make changes to the SIDPERS database without approval from CAOT-FD. All other changes will be submitted as indicated below.

d. Other TDA:

(1) 1106th AVCRAD, RTS-M, and the 175th Medical Brigade Command Airplane Team. Personnel changes such as changing grade allowances in a given position, increasing or decreasing allowances, or changing MOS codes will be submitted with justification on DA Form 4610-R and submitted through command channels to this headquarters, Attn: CAOT-FD.

(2) Requests to increase unit augmentations over and above current assets to supplement unit capabilities will be submitted on a DA Form 4610-R and submitted through command channels to this headquarters, Attn: CAOT-FD. Requests must be fully justified and explain why the augmentation is needed for the unit/organization. The justification should identify specific shortcomings, identify the billpayers for the proposed position, and how the requested augmentation will alleviate the problem.

e. Units will take no action in anticipation of approval of the request until final disposition is made and approval is received from this headquarters.



5-2. EQUIPMENT REQUEST PROCEDURES.

a. MTOE Units/Organizations.

(1) Commanders of MTOE units desiring to change the equipment allocation of their authorization document will review their Base TOE. If a requested item of equipment is not listed on the Base TOE a DA Form 2028 will be completed and submitted through USPFO, Attn: CAUS-PM, to this headquarters, Attn: CAOT-FD. Requests will include a completed MTOE Change Checklist as provided at Appendix F and will be an enclosure to the transmittal letter and DA Form 2028. Upon review and approval by this headquarters, the request will be assigned a State Control Number and forwarded through NGB to TRADOC or the appropriate service school for approval. NGB does not have the authority to increase equipment allowances above the Base TOE authorization. Due to the review process it will take approximately 24-48 months for a recommended change to be reviewed, approved and reflected on an MTOE.

(2) Requests for equipment changes that are identified on a unit's Base TOE, will be submitted using DA Form 4610-R and forwarded through USPFO, Attn: CAUS-PM.

(3) A separate letter of transmittal/endorsement will be submitted for each MTOE being addressed.

(4) If an equipment change request is approved, a Letter of Interim Authority will be issued to this headquarters by NGB. The letter will cover the period of time before a new MTOE is issued under TAADS-R.

b. TDA Units/Organizations.

(1) Commanders of TDA units desiring to change the equipment portion of their TDA will use DA Form 4610-R.

(2) Each form will be forwarded in three copies. The DA Form 4610-R will be a separate enclosure to the letter of transmittal/endorsement. Each separate TDA paragraph will be submitted singularly on its own page. TDA paragraphs will not be combined on any one page. The completed package will be forwarded through USPFO, Attn: CAUS-PM, to this headquarters, Attn: CAOT-FD.

(3) The USPFO will forward all TDA equipment change requests to this headquarters, Attn: CAOT-FD. CAOT-FD will forward requests from Fort Irwin/Camp Roberts MATES and Stockton/Long Beach CSMS to the State Maintenance Office for further review. Change requests for the Sacramento, Stockton, and Los Alamitos Army Aviation Support Facilities will be forwarded to the State Aviation Office. Requests involving Automated Data Processing Equipment (ADPE), Visual Information (VI) and Telecommunications Equipment, will be forwarded to the Directorate of Information Management before being sent to NGB for approval.

(4) NGB has the authority to approve requests for noncontrolled equipment. Change requests involving controlled equipment cannot be approved by NGB and must be forwarded to DA for approval.

(5) A DA Form 4840-R will be used for commercial non-type classified TDA equipment. A blank DA Form 4840-R is at Figure 5-5. USPFO will review each non-type TDA request for accuracy and completeness and if approved, will forward to this headquarters, Attn: CAOT-FD.

c. Use of DA Form 4610-R Equipment Changes in MTOE/TDA.

(1) Each item of equipment being requested/deleted must be justified on its own merits, e.g., how it will be used in the unit. The justification should be written in such a manner to permit a person unfamiliar with the unit or organization to judge the merit of the request. Only one item of controlled equipment can be listed on a DA 4610-R. (Controlled equipment is identified in SB 700-20 by the letter "C" in the CIC column. Noncontrolled equipment is identified by the letter "O" in the same column). Originators will identify a request for equipment changes by typing CONTROLLED or NONCONTROLLED in the upper right corner of the Form 4610-R. One or more items of non-controlled equipment may be listed on the 4610-R. Only one item of controlled equipment will be listed on a DA Form 4610-R. Controlled and noncontrolled equipment will not be combined on the same DA Form 4610-R. An example of a completed DA Form 4610-R, requesting equipment changes, is at Figure 5-3.

(2) Each part of the form must be completed. "NA" will be used when the part is not applicable.

(3) Requests for communications equipment must include a radio net diagram. Tactical radios are normally not authorized to TDA units. Therefore, requests for communications equipment should specify commercial items. A radio net diagram as illustrated at Appendix C, AR 310-49, must accompany all requests for communications equipment. A review of AR 71-13 is recommended prior to a submitting a change to or request for communications equipment.

d. Special Instructions. Besides the normal justifications, the following additional information must be included in the justification when equipment is required in support of a new mission:

(1) Is this new mission being transferred from an existing TDA? If so, will this equipment be transferred to the TDA gaining the mission?

(2) If b(1) above is applicable, ensure Section B, Part II of the form is completed.

(3) If b(1) above will not be accomplished, a statement must be made in the justification as to why the equipment cannot be transferred. The statement will also include the types and quantity of equipment that was used by the losing TDA to perform the mission.

(4) If the equipment is required for a new mission not being transferred from another TDA, a statement will be included in the justification that the personnel spaces required to perform the new mission have been approved or are within the resources of the gaining TDA.

(5) If the equipment being requested is to be used for management improvement of a function, Section B, Part II of the form should be completed to show what equipment will be deleted if the request is approved or a statement made in the justification that no presently authorized equipment can be deleted.

(6) If the equipment being requested is required to maintain new end items assigned to the maintenance functions for DS/GS support, the justification must include the number of end items the equipment being requested will support. The TM which directs the DS/GS maintenance requirements must be cited.

5-3. COMMERCIAL EQUIPMENT UNDER \$25,000.00. The USPFO has authority to approve requests, from TDA units only, for commercial, noncontrolled equipment costing \$25,000 or less per item when no standard or line item numbered item exists that will meet the requirement. Procedures outlined below will be followed by all TDA activities to obtain and account for such equipment.

a. Routine Requirements.

(1) Submit a memo to USPFO, Attn: CAUS-PM citing the requirement to obtain commercial, non-type classified, noncontrolled item of equipment. Sufficient justification for each item must accompany the request to include a statement that a thorough review was made to determine that no DA standard item exists that will satisfy the requirement.

(2) USPFO will furnish a Memorandum of Authority (MOA) for the submission of necessary documents by the activity concerned and assign a Management Control Number (MCN) and California Assigned Line Number. The letter of authority will be permanent property book authority.

b. Emergency Requirements.

(1) When an activity deems it necessary, a request to obtain commercial equipment costing less than \$25,000 may be submitted to USPFO under emergency conditions. The request will be submitted in the same format as 5-3a(1) above except the following statement must be included in the memo: "This is an emergency request under provisions of CA ARNG 10-1."

(2) USPFO will, upon receipt of an emergency request, take necessary action to accelerate the processing of emergency requests.

(3) Activities must not use an emergency request simply to accelerate the requisition process. Emergency requests will be confined to requests for equipment needed to protect the health and safety of personnel.

(4) Equipment required may not be requisitioned from the USPFO until receipt of approval of the request.

5-4. COMMERCIAL EQUIPMENT OVER \$25,000.00. Requests for commercial equipment costing over \$25,000 per item must be submitted on a DA Form 4840-R. Only TDA units or activities are or can be authorized commercial equipment. The DA Form 4840-R will be submitted in four copies to USPFO, Attn: CAUS-PM. Attachments, if any, must be submitted with all copies. USPFO will review the requests to ensure accuracy and completeness. Approved requests will be forwarded to this headquarters, Attn: CAOT-FD. This headquarters will forward approved requests to NGB. It is recommended that a detailed and thorough justification for the request be provided. Any manufacturer's information, cost savings estimates, production reports, photographs, or cost justifications will support the request and will be attached to the DA Form 4840-R. An example of a completed DA Form 4840-R and supporting documentation is at Figure 5-6.

5-5. OTHER EQUIPMENT. Regardless of the cost, the following equipment items are Department of the Army controlled and must be submitted through USPFO.


- a. Administrative use vehicles.
- b. Automatic Data Processing equipment.
- c. Nonstandard filing equipment as described in paragraph 1-11a, AR 340-4.

d. Printing, binding or other related auxiliary equipment approved for procurement by HQDA (DAAG-PAF) in accordance with AR 310-1.

e. Commercial individual weapons, except pellet rifles.

f. Audiovisual equipment costing over \$3,000.

g. Training devices.

<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b>						Use Part II (reverse) for Repair Parts and Special Tools List (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).		DATE <b>3 FEB 94</b>	
For use of this form, see AR 310-1; the proponent agency is the US Army Adjutant General Center.									
TO: (Forward to proponent of publication or form) (Include ZIP Code) Chief, National Guard Bureau Attn: NGB-ARF 111 S George Mason Drive Arlington, VA 22204-1382						FROM: (Activity and location) (Include ZIP Code) Commander, Det 2 STARC (CSLO) Bldg 738 PO Box 8104 Camp San Luis Obispo, CA 93403-8104			
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>									
PUBLICATION/FORM NUMBER <b>NGWSAYAA NG0194</b>						DATE <b>1 DEC 93</b>		TITLE <b>State Area Command (STARC) TDA</b>	
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	<b>RECOMMENDED CHANGES AND REASON</b> (Provide exact wording of recommended change, if possible)			
1	15	011D	02	NA	NA	<div style="display: flex; justify-content: space-between;"> <span>Para/Lin Descr</span> <span>GR/MOS</span> <span>R/A</span> <span>Action</span> </div> <p>As Reads:</p> <p>011D/02 Unit Sply Tech WO/920AO 1/1 -1/-1 Change To: 011D/02 Prop Acct Tech SW/920AO 1/1 +1/+1</p> <p><b>JUSTIFICATION</b></p> <p>Position description and pay grade should be changed to Property Account Tech. This designation more accurately describes the actual duties performed in the industrial operations support and other related areas. These duties include assisting in supervising the billeting operations, ammunition storage and issues, facilities engineering services, serving as a local purchase officer, and developing industrial operations portion of financial plans for CSLO.</p> <p>Due to the limited number of staff positions authorized within Det 2, STARC, this TDA position has responsibilities and duties in several areas which require direct contact with outside at the senior level. The Acct Prop Tech is responsible for developing budgets and plans for logistics.</p>			
*Reference to line numbers within the paragraph or subparagraph									
TYPED NAME, GRADE OR TITLE <b>JOHN R. IRONHORSE MAJ, AR, CA ARNG Commanding</b>						TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION <b>DSN 630-3813 (805) 549-3813</b>		SIGNATURE 	

**DA FORM 2028**  
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED

Figure 5-1. Completed DA Form 2028

EQUIPMENT CHANGES IN MTOE/TDA  
For use of IN AR 310.34; the proponent agency is DSCOPS

PART I - HEADING

TITLE OR FUNCTIONAL AREA

CA STARC TDA

UIC

W8AYA1

UNIT DESIGNATION

Detachment 1 STARC (USPFO Support)

MTOE/TDA NUMBER

NGW8AYAA

CCNUM

NG0194

## PART II - EQUIPMENT

## SECTION A - ITEMS TO BE ADDED AND/OR DELETED

Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		Quantity Deleted		New Para Qty		New Recap Qty		Qty On Hand Not Auth
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	
					NA										

## SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA

Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		UIC	MTOE/TDA Number	CCNUM	Asset To Be Trf		Remarks
							REQ	AUTH				YES	NO	
					NA									

## PART III - PERSONNEL

## NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)

Item No.	Para	LIN	No. Positions (A)/(D)	Description	Gr	MOS	ASI/LIC	Br	ID	AMSC	New Recap Strength	
											REQ	AUTH
1	008	08	1 (D)	Offset Press Operator	E5	83F20					00	00
2	08E	08	1 (A)	Pay Sergeant	E5	73C20					03	03

Request movement of authorized personnel allocation at Para 008/08, to Para 008E/11. Unit no longer has an Offset Press and therefore no longer has a requirement for an Offset Press Operator. A requirement has been identified for the addition of a Pay Sergeant/73C20, in the Comptroller Division.

## INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

## PART II - Section A:

1. Only one functional paragraph or subparagraph will be listed.
2. A separate form will be used for each additional functional paragraph or subparagraph.
3. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.
4. Show deletion when an item(s) will be deleted to satisfy the item being requested. *(May list more than one functional paragraph or subparagraph.)*

## PART II - Section B:

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

## PART III:

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

PART IV: This part will be completed IAW AR 310-49 with the following additional information when applicable.

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why a tactical vehicle is required for a TDA unit.
4. A net diagram is attached for communications equipment requested.



TITLE OF FUNCTIONAL AREA

Stockton Combined Support Maintenance Shop

UIC

WQDX98

UNIT DESIGNATION

Stockton Combined Support Maintenance Shop

MTOE/TDA NUMBER

NGWQDX98

CCNUM

NG0187

PART II - EQUIPMENT

SECTION A - ITEMS TO BE ADDED AND/OR DELETED

Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		Quantity Deleted		New Para Qty		New Recap Qty		Qty On Hand Not Auth
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	
1	001	T82150	-	2	Tst St AN/TAM3A	26,677	01	01	0	0	01	01	01	01	0

SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA

Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		UIC	MTOE/TDA Number	CCNUM	Asset To Be Trf		Remarks
							REQ	AUTH				YES	NO	

PART III - PERSONNEL

NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)

Item No.	Para	LIN	No. Positions (A)/(D)	Description	Gr	MOS	ASI/LIC	Br	ID	AMSC	New Recap Strength	
											REQ	AUTH

Figure 5-3. Completed DA Form 4610-R  
 Used to request equipment changes

This activity supports 346 ea AN/PVS-5 Night Vision Goggles, 70 ea AN/PVS-4 Night Vision Scopes and 45 ea NA/TVS-5 Night Vision Scopes. In accordance with current CECOM directives, this activity conducts mandatory 120 day test/calibration procedure. This procedure cannot be conducted without this Test Set Night Vision Sight:

REFERENCE: CECOM, DTG 132000Z May 88, Subj: Safety Message, (CEOM 88-05-02), Mandatory, Operational AN/PVS, Night Vision Goggles.

NGB-ARL-M Msg, DTG 301500Z Mar 89, Subj: Night Vision Goggles Testing for Ground Forces (All States Log Number P89-0058).

Maintenance Advisory Letter #89-6-25 Apr 89, Subj: Night vision Goggle AN/PVS-5 Testing.

This equipment is not listed on the Parent Unit's MTOE.

#### INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

##### PART II - Section A:

1. Only one functional paragraph or subparagraph will be listed.
2. A separate form will be used for each additional functional paragraph or subparagraph.
3. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.
4. Show deletion when an item(s) will be deleted to satisfy the item being requested. (May list more than one functional paragraph or subparagraph.)

##### PART II - Section B:

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

##### PART III:

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

PART IV: This part will be completed IAW AR 310-49 with the following additional information when applicable.

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why a tactical vehicle is required for a TDA unit.
4. A net diagram is attached for communications equipment requested.

CCNUM	
-------	--

UNIT DESIGNATION

## PART II - EQUIPMENT

SECTION A - ITEMS TO BE ADDED AND/OR DELETED		Quantity
--	--	----------

[illegible]

SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA									
---	--	--	--	--	--	--	--	--	--

SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA														
Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		UIC	MTOE/TDA Number	CCNUM	Asset To Be Trf		Remarks
							REQ	AUTH				YES	NO	

PART III - PERSONNEL

**PART III - PERSONNEL**

PART III - PERSONNEL			
NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)			

[illegible]

Figure 5-4. Blank DA Form 4610-R

## INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

## PART II - Section A:

1. Only one functional paragraph or subparagraph will be listed.
2. A separate form will be used for each additional functional paragraph or subparagraph.
3. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.
4. Show deletion when an item(s) will be deleted to satisfy the item being requested. *(May list more than one functional paragraph or subparagraph.)*

## PART II - Section B:

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

## PART III:

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

PART IV: This part will be completed IAW AR 310-49 with the following additional information when applicable.

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why a tactical vehicle is required for a TDA unit.
4. A net diagram is attached for communications equipment requested.



PETE WILSON  
Governor

State of California  
Office of the Adjutant General  
2829 Watt Avenue - P.O. Box 214405  
Sacramento, California 95821-0405



DSN 466-3000  
(918) 854-3000

CASD-X

30 October 1991

MEMORANDUM THRU

~~USPFO for California, ATTN: CAUS-PM, P. O. Box 8104, Camp San Luis  
Obispo, California 93403-8104 Concur 22 Nov 91~~

~~Director of Organization and Training, ATTN: LTC Grundel, 2829 Watt  
Avenue, Sacramento, California 95821-0405 For Concur 5 Dec 91 JNM~~

FOR Chief, National Guard Bureau, ATTN: NGB-ARP-MP, Arberdeen-  
Proving Ground, MD 21010-5420

SUBJECT: Justification of Purchase of Lektriever by Kardex

1. Enclosed is a specification sheet and price quotation for a Lektriever computerized records management system to be used for the storage, access and retrieval of California Army National Guard Military Personnel Records Jacket (MPRJ-201 file).

2. We currently store approximately 22,000 files in boxes on fixed shelving units along perimeter walls. With consolidation of records into Sacramento from various Guard units; a new method of storage must be instituted. We will remove the files from boxes, place them on shelves, then use a Kardex "Color Scan" system and bar code the files for fast access and refile.

3. It is well recognized that space and personnel account for more than 85 percent of the cost of most filing systems. With this in mind, we need a system that answers the everyday questions of cost, security, safety, esthetics, and ergonomics. Additionally, the system must show us significant R.O.I. (return on investment) with respect to space and productivity. We believe the Lektriever meets our needs for the following reasons:

a. AR 640-10 specifies that custodians must safeguard all personnel records under their supervision. Current personnel records storage system does not comply with safeguards required for personnel records designated "For Official Use Only".

b. Usage of the Lektriever computerized records management and retrieval system by Kardex and its accessory items will allow this organization to comply with AR 640-10, DA Memo 640-1, AR 340-17, and AR 340-21.

CAMP-X

SUBJECT: Justification of Purchase of Lektriever by Kardex

c. The Lektriever offers a reasonable deterrence to improper access of records. Units are secure in the locked position. If additional security is needed, a combination lock can be added. Kardex goes so far as to isolate and offer locking capabilities for individual trays within a shelf or carrier.

d. The Lektriever offers improved productivity by affording total visibility and access to 260 + filing inches at any time, WITHOUT MACHINE MOVEMENT. In total, a standard mechanized unit houses from 1200 to 1600 filing inches with an average reference time of between six and nine seconds.

e. Space accounts for 15 percent to 20 percent of overall cost of most filing systems, with mechanized units such as Lektriever, we are better capable of taking advantage of air space without the limitations of heights associated with conventional filing cabinets or shelving.

f. Safety is also a major concern in any mechanized unit. Infrared lights and safety bars are standard equipment on all Lektrievers. Primary, as well as backup safety systems are automatic.

g. Cost is obviously a major factor when considering any storage and retrieval system. The cost of mechanized units are higher than the cost of file cabinets, shelving, or even a moveable aisle system. However, when floor space and personnel cost are considered, the expense of a mechanical (Lektriever) unit drops dramatically.

h. We have examined the other Moveable Storage Systems available under this multiple award contract and have determined that Lektriever is the most cost effective for our particular needs and more cost effective than any other system currently under G.S.A. contract. Lektriever by Kardex facilitates easy operations, and minimizes repair and maintenance cost.

i. The Lektriever by Kardex has been successfully installed under G.S.A. contract numerous personnel record sites in the Sacramento area, including over 51 units at McClellan Air Force Base.

FOR THE ADJUTANT GENERAL:

6 Encls

1. Cost/Labor Savings
2. Cost Justification
3. Type of Equipment
4. Cost Projection
5. Lektriever Photo
6. DA Fm 4840R w/ Spt Docs

*James K. Flechette*  
JAMES K. FLECHETTE  
LTC, IN, CA ARNG  
Deputy Director  
of Military Personnel

<b>REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT</b> <small>For use of this form, see AR 310-34: the proponent agency is DCSOPS</small>		<b>2. TDA/JTA NUMBER</b>
<b>1. NAME &amp; ADDRESS OF REQUESTING ACTIVITY</b>		
<b>SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION</b>		
<b>3. PROPOSED NOMENCLATURE</b>		
<b>4. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS:</b>		
<b>5. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS:</b>		
<b>6. DATE ITEM IS REQUIRED:</b>		
<b>SECTION II - REQUEST FOR LIN</b>		
<b>7. FULL NAME OF MFG.</b>		<b>8. FSCM</b>
<b>9. ADDRESS OF MFG.</b>		
<b>10. MODEL NUMBER ASSIGNED BY MFG.</b>	<b>11. PART NUMBER ASSIGNED BY MFG.</b>	
<b>12. NSN (if known)</b>	<b>13. UNIT COST</b>	
<b>14. ATTACHED INFO:</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> MFG BROCHURE  <input type="checkbox"/> PHOTOGRAPHS         </div> <div> <input type="checkbox"/> DRAWING  <input type="checkbox"/> COMMAND EQUIPMENT SURVEY APPROVAL         </div> <div> <input type="checkbox"/> SPECIFICATIONS         </div> </div>		
<b>15. DARCOM EXEMPTION FROM TYPE CLASSIFICATION RECEIVED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, USAEARA LOG NUMBER:		
<b>16. REMARKS:</b>		Quantity Required:
<b>17. IF FURTHER INFO IS REQUIRED CONTACT:</b>		
<b>18. ADDRESS:</b>		
<b>19. AUTOVON</b>	<b>20. COMMERCIAL</b>	<b>21. DATE</b>
<b>22. SIGNATURE</b>		<b>23. TITLE</b>

DA FORM 4840-R, 1 JAN 80

Figure 5-5. Blank DA Form 4840-R

<b>REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT</b>		2. TDA/JTA NUMBER  NGW8AYAA
For use of this form, see AR 310-34: the proponent agency is DCSOPS		
1. NAME & ADDRESS OF REQUESTING ACTIVITY CALIFORNIA ARMY NATIONAL GUARD HQ (-) STARC 440 Arden Way Sacramento, CA 95815-3756		
<b>SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION</b>		
3. PROPOSED NOMENCLATURE  KARDEX LEKTRIEVER		
4. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS: This project is for a computerized records management and retrieval system that mechanically retrieves personnel records; provides fire and water damage protection and, achieves Army and NGB requirements for security of such records, while improving productivity and reducing cost to maintain personnel records.		
5. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS:  Not Available		
6. DATE ITEM IS REQUIRED: February 1992		
<b>SECTION II - REQUEST FOR LIN</b>		
7. FULL NAME OF MFG.  KARDEX		8. FSCM
9. ADDRESS OF MFG. P.O. Box 171 Marietta, Ohio 45750 (800-848-9761)		
10. MODEL NUMBER ASSIGNED BY MFG. 9 model 80 Lektriver	11. PART NUMBER ASSIGNED BY MFG. GSA Contract-GS-OOF-456A	
12. NSN (if known)	13. UNIT COST \$102.688	
14. ATTACHED INFO: <input checked="" type="checkbox"/> MFG BROCHURE <input type="checkbox"/> DRAWING <input checked="" type="checkbox"/> SPECIFICATIONS <input checked="" type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> COMMAND EQUIPMENT SURVEY APPROVAL		
15. DARCOM EXEMPTION FROM TYPE CLASSIFICATION RECEIVED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, USAEARA LOG NUMBER:		
16. REMARKS:     Quantity Required: 7 Price includes cost of software for retrieval and records management.		
17. IF FURTHER INFO IS REQUIRED CONTACT: JAMES K. FLECHETTE, LTC, IN, CA ARNG, Deputy Director, Military Personnel		
18. ADDRESS: 2929 Fulton Ave. Sacramento, CA 95821-0405		
19. AUTOVON 4663207	20. COMMERCIAL (916) 854-3207	21. DATE 18 Sep 91
22. SIGNATURE  <i>James K. Flechette</i>		23. TITLE JAMES K. FLECHETTE LTC, IN, CA ARNG Deputy MILPO

DA FORM 4840-R, 1 JAN 80

Figure 5-6. DA Form 4840-R  
Completed with attachments



**DETAILED CALCULATION TO DOCUMENT COST/LABOR SAVINGS**

**Floor Survey: QRIP**

File Name: HQ (-) STARC UIC Code: W8AYAA  
Location/City: 2929 Fulton Ave, Sacramento  
Contact/Phone: (916) 854-3207 Rep: Bob Davis  
Labor Rate/Hour: \$7.00 (Base Pay, BAQ, BAB)  
Personnel: 27 (Avg. pay grade E-5)

**PRESENT METHOD**

**1. File Retrieval & Storage:**

- a. Daily File Actions: 720/320 c. Labor Rate: \$7.00
- b. Personnel: 27
- d. Total Man Hours: 111,974/77,760
- e. Total \$: \$783,818.00/\$544,320.00

**2. Floor Space Usage:**

- a. Total Square Footage: 5800 sq. ft.
- b. File Sq. Ft. used: 350
- c. Cost per Sq Ft.: \$1.10
- d. Filing Cost Per Sq. Ft.: \$385.00 per mth/\$4,620 per year

**DETAILED CALCULATIONS TO DOCUMENT COST/LABOR SAVINGS**

**PROPOSED METHOD**

**1. File Retrieval & Storage:**

- a. Daily File Actions: 720/320 c. Labor Rate: \$7.00
- b. Personnel: 27
- d. Total Man Hours: 777,760.00/34,214.00
- e. Total Cost: \$544,320.00/\$304,822.00

**2. Floor Space Usage:**

- a. Total Square Footage: 4,000
- b. File Sq. Ft. used: 120
- c. Cost per Sq. Ft.: \$1.10
- d. Filing Cost Per Sq. Ft.: \$132.00 per mth/\$1,584 per yr

## Productivity Cost Justification

### I. Production Rate:

- a. Vertical Filing Shelves  
320 actions pepr day per person
- b. Kardex Lektriever Vertical Conveyor  
720 actions per day per person

### II. Cost:

- a. Base Pay - BAQ + BAS @ \$7.30/Hour
- b. 8 Hour day @ \$58.40

### III. Production Cost:

- a. Present method:  $58.40/280 = \$0.21$  per action
- b. Proposed method:  $58.40/720 = \$0.08$  per action

	Shelving	Lektriever
Per 100 Actions	\$21.00	\$ 8.00
150 "	31.00	12.00
200 "	42.00	16.00
250 "	52.00	20.00
300 "	63.00	24.00
350 "	73.00	28.00
400 "	84.00	32.00
450 "	94.00	36.00
500 "	105.00	40.00
550 "	115.00	44.00
600 "	126.00	48.00
650 "	136.00	52.00
700 "	147.00	56.00
750 "	157.00	60.00
c. Total File Actions Annual:	115,200	259,200
d. Total Cost Present Method:	\$24,192	\$54,432
e. Total Cost Proposed Method:	\$9,216	\$20,736

\*Estimates Based on State of Michigan  
Department of Management & Budget  
File Equipment Guide, May 1976

Type of Equipment	8' Lektriever	Shelving
Price Per Filing Inch	\$ 10.42	\$ 1.23
Maximum Reference Rate Per Person Per Day	720	320

\* Estimates Base on State of Michigan  
Department of Management & Budget  
File Equipment Guide, May 1976

One 8' letter later Lektriever @ \$13,000.00  
One librarian at \$7.00/hour  
vs. vertical file shelves

Daily File Actions	Months to Payoff
100	52
150	35
200	26
250	21
300	17.4
350	14.9
400	13
450	11.6
500	10.4
550	9.5
600	8.7
650	8.0
700	7.4
750	7.0

Actions Required for Payback in:

Daily File Actions	Months to Payoff
145	36
174	30
217	24
290	18
434	12

# EIGHT YEAR COST PROJECTION

## EQUIPMENT

## 9' LEKTRIEVER

## SHELVING

Cost (1234 LFI)  
Cost (Per LFI)  
Reference Rate Person/Day

\$9,624.96  
\$7.80  
720

\$1,518.00  
\$1.23  
320

## TIME REQUIRED 720

File Actions

8 Hours

18 Hours

## PERSONNEL REQUIRED 720

File Actions  
Daily Labor Cost (\$7/Hour)  
Labor Cost Annually  
Labor Cost 8 Years  
Total Cost 8 Years

1.00  
\$58.00  
\$14,056.00  
\$112,448.00  
\$125,303.00

2.25  
\$126.00  
\$31,626.00  
\$253,008.00  
\$254,526.00

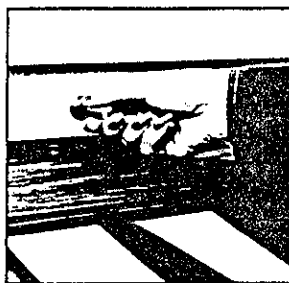
You get a lot more out of it,  
because we put a lot more into it.

## LEKTRIEVER® SERIES 80™

### Features:



Infra-red safety eyes  
Upper and lower  
safety touch bars



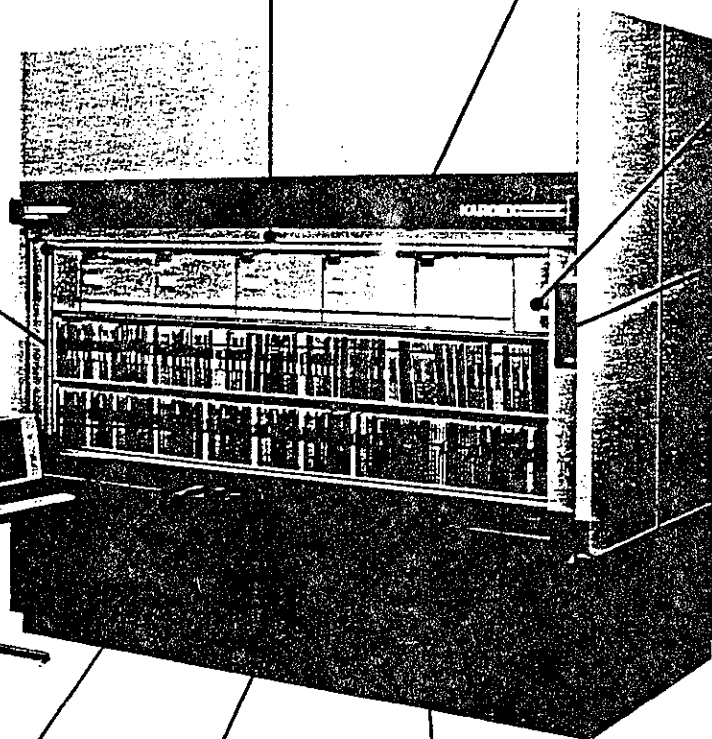
Lockable  
security door



Security carrier\*

Computerized  
file control\*

Work station  
return\*



Exclusive safety  
status panel



Exclusive electronic  
key pad



Combination lock\*

Lockable lower  
access panel  
with safety switch

Accent panels  
available  
in any choice  
of colors\*

Adjustable  
work counter

\*optional

DOCUMENTATION FOR PRODUCTIVITY CAPITAL INVESTMENT PROGRAM For use of this form, see AR 5-4; the proponent agency is OCA.			1. PROJECT NO.	REQUIREMENT CODE DD-M(R)	SYMBOL
2. TO: CHIEF, NATIONAL GUARD BUREAU ATTN: NGB-ARC-MP BLDG E6812 Aberdeen Proving Ground, MD	3. THRU: USPFO for California OTAG CAOT_FD	4. FROM: DIRECTOR, Library Personnel OTAG and 1 P.O. Box 214405, Box 38, General Sacramento, CA 95821-0405		5. DOD COMP NAME Army	6. DOD COMP CODE A
9. PROJECT TITLE  record storage and Retrieval System		10. TYPE OF PROJECT (Check one) <input checked="" type="checkbox"/> ORIP <input type="checkbox"/> OSD PIF <input type="checkbox"/> PECIP		11. AMORTIZATION YEARS/MONTHS  \$ <u>102,688</u> ÷ <u>242,534</u> X <u>12</u> (Project Cost) (Average Annual Savings) (No. Mos)  = <u>5</u> or <u>8</u> (amortization) (years) (months)	
12. FUNCTIONAL AREA WHERE SAVINGS WILL OCCUR 085 Management and Improvement Program 120 Paper work and Records Management 119 Organization		13. ECONOMIC LIFE  20 Years	14. EXPECTED OPERATIONAL DATE  Feb '92		
15. SUBMITTING UNIT(S)  CALIFORNIA ARMY NATIONAL GUARD HQ (-) STARC Box 38 2929 Fulton Ave. Sacramento, CA 95821-0405	16. UNIT ID CODE  WBAYAA	17. PROJECT DESCRIPTION  This project is for a computerized records management and retrieval system that mechanically retrieves personnel records; provides fire and water damage protection and achieves Army and NGB requirements for security of such records, while improving productivity and reducing cost to maintain personnel records.			
18. DETAILED JUSTIFICATION  SEE ATTCHED					
19. SAVINGS DISPOSITION The man hours saving will be used to increase the responsibility and responsiveness on personnel assigned to CAMP-CARE; resulting in improved support, reduced time required to update personnel files of units during Annual training and/or individual or unit mobilization.					
20. OTHER REMARKS (Continue on page 2 if more space is needed)					

**SUMMARY OF SAVINGS  
(ROUND OFF TO THE NEAREST DOLLAR)**

*Attach computation sheet identifying the method and source of data for savings*

SAVINGS BREAKOUT	PRESENT METHOD	PROPOSED METHOD				DIFFERENCE/SAVINGS			
		1ST YR	2D YR	3D YR	4TH YR - 10	1ST YR	2D YR	3D YR	4TH YR
SALARY/LABOR/ OVERTIME	\$544,320.00	304,822	304,822	304,822	304,822	239,498	239,498	239,498	239,498
MATERIAL/ SUPPLIES									
UTILITIES									
MAINTENANCE/ REPAIR									
TRANSPORTATION									
LEASE COSTS	4,620	1,584	1,584	1,584	1,584	3,036	3,036	3,036	3,036
SALVAGE/ TURN-IN									
ENERGY (Identify)									
CONTRACT COSTS									
OTHER (Identify)									
<b>TOTALS</b>	<b>548,940</b>	<b>306,406</b>	<b>306,406</b>	<b>306,406</b>	<b>306,406</b>	<b>242,534</b>	<b>242,534</b>	<b>242,534</b>	<b>242,534</b>

**PRIORITIZATION**

**(1) INTERNAL RATE OF RETURN (IRR)**

Divide estimated project cost 102,688 by average annual savings 242,534 = .42 factor.

Based on factor and number of years economic life of the project, select the IRR from Table II-3, App II, Ch. 5, AR 5-4 = 300+ % IRR.

**(2) SAVINGS TO INVESTMENT RATIO (S/I)**

Multiply annual savings 242,534 X discount factor 8.777 = 2,128,721 and divide by present value of investment

(undiscounted) 102,688 = 20.73 S/I.

(Based on economic life 20 years, select discount factor from Table II-4, App II, Ch. 5, AR 5-4.

**(3) RATE OF INVESTMENT PER MANPOWER SPACE (RIMS)**

Divide estimated project cost 102,688 by number of manpower space savings 0 = 0 RIMS.

(Manpower equivalents cannot be used in this computation.)

22. COST FOR PROJECT TO BECOME OPERATIONAL						
EQUIPMENT TYPE	PROPOSED SOURCE OF PROCUREMENT	UNIT PRICE	QUANTITY	TOTAL COST	APPROPRIATION, BUDGET ACTIVITY OR PROGRAM ELEMENT	FY FUNDS REQUIRED
(1) Kardex 9' Model 80 Lekretriever	Innovative Business System 8166-6 14th Avenue Sacramento, CA 95826	9,624.96	7	80,183.72	OMNG-QRIP	91
(2) Colorscan File Converters	(916) 457-1777	\$102/m-	22	21,244-	OMNG-QRIP	91
(3) Barcoding	Veratrac 180 Howard St. San Francisco, CA 94105-1660	16,760-	1	16,760	OMNG-QRIP	91
(4)						
(5)						
(6) TRANSPORTATION (Equipment delivery)	F.D.B. DESTINATION				OMNG-QRIP	91
(7) EQUIPMENT MODIFICATION <sup>1</sup>						
(8) EQUIPMENT INSTALLATION	IBS	Not to exceed \$500/unit	7	3,500-	OMNG-QRIP	91
(9) MAINTENANCE CONTRACT <sup>2</sup>	FREE 1st yr					
(10) FACILITIES MODIFICATION <sup>3</sup>						
(11) TRAINING	Free					
(12) OTHER (Specify):						
(13) TOTAL REQUIRED FOR PROJECT TO BECOME OPERATIONAL <sup>4</sup>				102,687.72	OMNG-QRIP	91
(14) TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL				102,687.72	OMNG-QRIP	91
(15) TOTAL AMOUNT OF FUNDING REQUIRED FROM OTHER SOURCE <sup>5</sup>				0		
(16) TOTAL (Sum of (14) + (15) above)				102,687.72	OMNG-QRIP	91

<sup>1</sup>Not to exceed 10% of equipment cost for QRIP projects.

<sup>2</sup>Applicable to OPA QRIP provided cost is included in packaged deal involving one bill for the equipment and initial maintenance.

<sup>3</sup>Normally not OPA funded.

<sup>4</sup>Used to compute amortization in Item 11.

<sup>5</sup>Specify source to include certification that funds are available, if financed from the regular budget:



23.

**SUMMARY OF SAVINGS (MANPOWER AND DOLLARS)**

ITEMS	SAVINGS			REAPPLICATION OF SAVINGS					
	NO. MPR OR MHR b	TYPE PERS <sup>6</sup> c	DOLLARS d	PROGRAM ELEMENT		TDA PARA AND LINE		FUNCTION CODE	
				e. FROM	f. TO	g. FROM	h. TO	i. FROM	j. TO
(1) REQUIREMENTS AND AUTHORIZATIONS ELIMINATED									
(2) REQUIREMENTS ONLY ELIMINATED									
(3) BORROWED MILITARY MANPOWER RELEASED									
(4) OVERHIRES OR TEMPORARIES TERMINATED									
(5) HOURS OVERTIME ELIMINATED									
(6) MANHOURS SAVED FROM MULTIPLE POSITIONS <sup>7</sup>	43,546	7	242,534			FTM 2241	FTM 2241		
(7) OTHER DOLLAR SAVINGS (Excluding Manpower), e.g., CONTRACT COSTS & UTILITIES									
(8)									
(9)									
(10)									
(11) TOTAL DOLLAR SAVINGS			242,534						

<sup>6</sup> (1) US Graded  
(2) US Wage Board  
(3) DHFN  
(4) IHFN  
(5) Officer  
(6) WO  
(7) Enlisted

<sup>7</sup> Reflect specific duties being performed with additional manhours available (equivalent manyears) The man power saving will be used to improve quality of service rendered to individualsoliders and to provide more through review and compliance with the Army Records management Process to owining units, resulting in a reduction of not mission capable time and overall increase of personnel readiness.

## INVESTMENT STATEMENT

This proposal has been reviewed and it cannot be implemented with existing equipment or facilities. This investment is in accordance with established investment planning. The project complies with public laws, OSD policies and regulations, and all other regulatory constraints.

Request has been made to add item to TDA NGB8AMMA, 18 Sept 91 over \$15,000.00

*(Cite regulatory approvals, e.g., TAGO Control No.) (Ex. New Start, TAGO Approval, etc.)*

## A. OTHER COORDINATION (Functional Coordination at local level, e.g., Fac Eng, Log, Pers, etc.)

## 25. SUBMITTED BY (Typed name, grade and title of Subordinate Command/Agency or Project

Initiator) JOHN R. IRONHORSE  
COLONEL, IN, CAARNG  
Director of Military Personnel

## SIGNATURE



## DATE (YYMMDD)

910918

AUTOVON

466-3206

## 26. APPROVAL RECOMMENDED BY (MACOM/Agency)

NGB-ARC-MP  
PCIP Manager

## SIGNATURE

## DATE (YYMMDD)

910918

AUTOVON

## FOR USE BY HQDA ON OSD PIF PROJECTS ONLY

## 27. APPROVED BY

## SIGNATURE

## DATE (YYMMDD)

AUTOVON

## 28. OTHER REMARKS (Cont'd)

## APPENDIX A

## DEFINITION OF TERMS

The following terms are either not listed in the Dictionary of Army Terms, AR 310-25, or NGR 10-1, or amplified for use in this regulation.

A-1. ASSIGN. The placement of units, organizations or detachments in an organization where such placement is relatively permanent and where such an organization controls or administers the units for the primary function, or greater portion of the function of the unit to include (but not limited to) personnel and equipment actions and training administration responsibility.

A-2. ATTACH. The placement of units, organizations or detachments in an organization where such placement is relatively temporary. Subject to limitations imposed by the attachment order, the commander of the unit receiving the attachment will exercise the same degree of command and control as he does over units organic to his own command. However, responsibility for transfer or promotion of personnel may be retained by the parent unit/organization.

A-3. MAJOR REORGANIZATION.

a. Converting or changing the branch of a unit or organization to another branch; for example, from artillery to engineer.

b. Changing the mission of a unit within a branch; for example, converting a support company of an infantry battalion to a letter infantry company.

A-4. ORGANIZATION. The term organization pertains to battalion, squadron or other higher level command such as divisional brigade, or hospital, and includes units attached or assigned.

A-5. UNIT. This term includes a company, battery, troop, or detachment thereof, band, or separate detachment; for example, 246th Medical Detachment.

## APPENDIX B

### REQUEST FORMS

B-1. MTOE units desiring personnel/equipment changes to personnel/equipment allocations not identified on the Base TOE, will submit requests on DA Form 2028, Recommended Changes to Publications. DA Form 2028 will not be reproduced locally.

B-2. DA Form 2028 will be used to request changes to Warrant Officer allocations on TDA documents (See Figure B-1).

B-3. DA Form 4610-R will be used to request personnel/equipment changes to personnel/equipment allocations identified on the Base TOE.

B-4. DA Form 4610-R will be used to request personnel/equipment changes to TDA documents. Blank DA Form 4610-R should be requested in the normal manner. If required, these forms may be reproduced locally. No modifications to the form may be made except to attach a continuation sheet as necessary.

B-5. DA Form 4840-R will be used for requests to add commercial/non-type classified equipment to an MTOE or TDA. Blank DA Forms 4840-R should be requested in the normal manner. If required, these forms may be reproduced locally.

## APPENDIX C

REQUEST FOR ORGANIZATION, REORGANIZATION, CONVERSION,  
CONSOLIDATION AND REDESIGNATION OF UNITS

C-1. SRCOMs/units will complete a request to organize, reorganize, redesignate, convert, or consolidate a subordinate unit or organization. The requests will, as a minimum, conform to the below listed formats and address all impact statements as listed at C-3. For organizations, reorganizations, consolidations, and conversions: conversions:

<u>NEW UNIT</u>	<u>OLD UNIT</u>	<u>REQ</u> <u>AUTH</u>	<u>ACTION</u>
Unit	Unit	MTOE STR	Organize
Parent Organization	Parent Organization		Reorganize
Division or SRCOM	Division or SRCOM		Consolidate
MTOE/CCNUM	MTOE/CCNUM		Redesignate
EDate	EDate		Convert
City	City		(which ever
State, ZIP Code	State, ZIP Code		applies)
Fed Rec Date	Fed Rec Date		
UIC	UIC		

C-2. The below listed are impact statements that will accompany every request for organization, reorganization, consolidation, conversion, and redesignation of units:

(a) Incremental cost impacts identified to appropriations accounting classification code. (Identifies cost impacts to State fund or Federal funds to include commercial movement of equipment).

(b) Impact to readiness. (Identifies the command's ability to meet minimum readiness requirements as prescribed in AR 220-1).

(c) Impact on training. (Addresses any new requirements for WETS/LTAs, ranges, additional MOS training).

(d) Impact on full-time support. (Effect on full-time personnel, include if PCS moves will be necessary).

(e) Impact on logistics. (Identifies requirements for new equipment or cross-leveling of current State assets).

(f) Impact on facilities management/occupancy. (Identifies the adequacy of the location to support proposed action).

(g) Impact/change to State maintenance plan. (Identifies changes to Organizational Maintenance Shop (OMS) density, changes to types of equipment services at OMS or CSMS).

## APPENDIX C (continued)

(h) Impact to the environment. (Must be a completed Record of Environmental Consideration and ARNG Environmental Checklist as provided at Appendix F. No "homemade" version of this requirement will be accepted).

(i) Impact to the community.

(j) Effective date for action.

C-3. Special Instructions. In addition to the stationing plan and impact statements, each request will include the following:

a. Sketch of interior of armory highlighting the locations of each existing or proposed RCAS terminal, telephones or where telephones will need to be installed. Identify number of System(s) Administrator(s) and User(s) for RCAS. Identify impacts to telecommunications equipment and photocopier contracts.

b. If the proposed action will change the basic configuration of the MTOE (e.g. creating a detachment and a parent unit, or moving a section from a battalion HHC to a line company's location), then input for Permanent Orders will be included. This input will be in accordance with the description as provided at 3-3 c., of this regulation.

c. Sketch map of the proposed unit station. This map will show the armory, available or proposed parking areas, motor pool location, proximity to environmentally sensitive areas, and the surrounding community.

d. If the proposed action is an organization (new troop allocation to the State force structure), conversion (field artillery battalion converts to an engineer battalion) or any major reorganization that will require submission of a stationing plan, the SRCOM will provide a detailed and thorough analysis of the unit's ability to meet minimum readiness standards as prescribed in AR 220-1, Unit Status Reporting. This requirement will identify the commander's plan to bring his/her unit to C-3 by the requested effective date. The SRCOM headquarters will notify the Force Development Office at this headquarters to coordinate cross leveling of on-hand equipment in order to meet minimum readiness requirements prior to the requested effective date.

## APPENDIX D

## REQUEST FOR CHANGE OF STATION OF UNITS

D-1. SRCOMs/units will complete a request to change the station of a subordinate unit. The requests will conform to the below listed format and address all impact statements and special instructions listed in this appendix.

## D-2. Stationing Plan.

<u>UNIT</u>	<u>FORMER STATION</u>	<u>NEW STATION</u>
Unit Designation UIC	Street Address City, State 9 Digit ZIP Code	Street Address City, State 9 Digit ZIP Code

## D-3. Accompanying impact statements:

- (a) Reasons for desired change.
- (b) Distance involved. (Identify distances between current and proposed station and distances between next higher headquarters and proposed station).
- (c) Impact on full-time support. (See example at Appendix C).
- (d) Impact on training and readiness of unit. (See example at Appendix C).
- (e) Impact of requirements for service school training.
- (f) Summary of personnel and equipment actions necessitated by the proposed change of station.
  - 1. Personnel (Identify positive or adverse effects to unit personnel as a result of change of station).
  - 2. Equipment (Effects to equipment readiness or on hand stocks).
- (g) Summary of changes in facility occupancy. (See example at Appendix C).
- (h) Impact to the State maintenance plan. (See example at Appendix C).

## APPENDIX D (continued)

(i) Incremental cost impacts identified to appropriations accounting classification code. (See example at Appendix C, also will include costs of commercial movement of equipment).

(j) Impacts to the Environment. (See example at Appendix C).

(k) Impacts to the community.

(l) Effective date for proposed action.

D-4. Special Instructions. In addition to the stationing plan and impact statements, each request will include the following:

(a) Sketch of interior of armory highlighting the locations of each existing or proposed RCAS terminal, telephones or where telephone will need to be installed. Identify the number of System(s) Administrator(s) and User(s) for RCAS. Identify impacts to telecommunications equipment and photocopier contracts.

(b) If the proposed action will change the basic configuration of the MTOE (e.g. creating a detachment and a parent unit, moving a section from a battalion HHC to a line companies location), then input for Permanent Orders will be included. This input will be in accordance with the description as provided at 3-3c., of the regulation.

(c) Sketch map of the proposed unit station. This map will show the armory, available or proposed parking areas, motor pool location, proximity to environmentally sensitive areas, and surrounding community.



## APPENDIX E

### UNIT CHANGE OF STATION CHECKLIST

E-1. This checklist identifies to the SRCOMs the issues which must be considered when proposing stationing actions.

E-2. The list outlines the evaluation process for the Commander and provides a reference identifying the OTAG staff who is the point of contact for a particular area of consideration.

E-3. It is imperative that when addressing an impact statement the command provide detailed information. Statements such as "negligible impact" or "no noticeable change" are vague and delay the process of submitting the Stationing Plan to NGB.

a. Reason for Desired Change. What benefits will be derived from the change?

b. Distance Involved. The distance in miles, between new and former station?

c. Impact of Full-Time Support. (Unit Commander/Senior Commander - POC at OTAG, Director, Support Personnel).

(1) The number of additional full-time manning positions required as a result of this action? (Any additional FTM will have to be funded from within the unit or SRCOM).

(2) The number of positions to be deleted as a result of this action.

(3) Travel distances for current FTM? Are PCS moves needed?

d. Impact of Training and Readiness of Unit. (Unit Commander/Senior Commander - POC at OTAG is Director, Organization and Training).

(1) Are WETS/LTA required and have they been identified at new location?

(2) Identify potential equipment storage, security, relocation or support problems caused by the action.

## APPENDIX E (continued)

e. Impact of Requirements for Service School Training.  
(Unit Commander/Senior Commander POC at OTAG for Military Schools,  
Chief Training Branch).

(1) What changes to MOSQ are required as a result of this action?

(2) Are school funds available to support MOSQ affected by this change?

f. Summary of Personnel and Equipment Action Necessitated by the Proposed Change of Station. (Unit Commander/Senior Commander - POCs at OTAG are Director, Military Personnel, Director, Logistics. This statement will be addressed separately as (1) Personnel and (2) Equipment.

(1) Personnel.

(a) Can minority and female parity goals be attained?

(b) Does this change effect personnel strength?

(c) What are the potential gains or losses in personnel?

(d) Will the new location/change exploit new or emerging population centers?

(e) Will this change stimulate or degrade upward rank mobility?

(f) Will this proposed action increase or decrease the soldiers commute distance to the new location?

(2) Equipment.

(a) What special handling equipment is needed to execute relocation? Is equipment organic to the unit? Does equipment need to be obtained from other units or sources?

(b) Will change result in a new requirement for equipment support?

(c) Will the relocation/change improve or degrade equipment readiness or equipment on hand?

(d) Have DA Forms 4610-R been submitted through channels to requisition new equipment for a MTOE reorganization.

(e) Have requirements for MILVAN and connex been identified?

APPENDIX E (Continued)

(f) What is the commander's plan for physically relocating supplies and equipment?

(g) How much time will be needed to relocate supplies and equipment?

(h) How will accountability be maintained during the relocation?

g. Impact/Changes to Facility Occupancy. (Unit Commander/Senior Commander - POC at OTAG is Director, Facilities Engineering).

(1) Can the facility accommodate the new unit?

(2) Is adequate space available for the arms room, supply room, classrooms, orderly room, motor pool, and vehicle parking?

(3) Does the armory have a kitchen and can it accommodate the new unit?

h. Impact on State Maintenance Plan. (Unit Commander/Senior Commander - POC at OTAG is Director, State Maintenance).

(1) Has the losing Organizational Maintenance Shop (OMS) been notified of change/relocation?

(2) Has the gaining OMS been notified of change relocation?

(3) Can the gaining OMS accommodate the new unit?

i. Incremental Cost Impact(s) Identified to Appropriations Accounting Classification Code. (Unit Commander/Senior Commander POC at OTAG is the State Comptroller. POC for the RCAS and telecommunications is the Director, Information Management. These are costs which will be incurred by State and/or Federal funds as a result of a proposed action.

(1) Is there a need for increased security at the new facility?

(2) Will RCAS need to be relocated or altered?

(3) Will current telecommunications systems need to be relocated or altered?

(4) Will the existing security guard contract need to be altered in order to accommodate the unit at the new facility?

(5) What is the status of the photocopiers contract?

APPENDIX E (Continued)

(6) Is a commercial mover necessary to complete a move to the new location?

j. Impacts on the Environment. (Unit Commander/Senior Commander - POC at OTAG is Director, Environmental Programs).

(1) The Record of Environmental Consideration and ARNG Environmental Checklist, at Appendix F, has been completed and is attached to the request.

(2) Is the armory being vacated, clear of all hazardous material?

k. Impacts on the Community. (Unit Commander/Senior Commander - POC at OTAG is Director, Public Affairs).

(1) Is gaining community receptive of the new unit?

(2) Can unit support the community in the event of public emergency?

(3) In the event of emergency, can the armory be used as a temporary shelter?

(4) In what way can the unit affiliate with the community (i.e. parades, demonstrations, public service, displays, appearance at well known localities)?

(5) Is the armory available for public use (i.e. weddings receptions, dances, gatherings)?

(6) Is the unit's MOS structure compatible with the community/area recruiting base?

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road  
P.O. Box 269101  
Sacramento, California 95826-9101

PERMANENT ORDERS 54-4

20 August 1993

Co D (-) (Hv Maint) 540th Support Bn (MSB) 2100 West 154th Street Gardena CA  
90249-4219 UIC: WQUCDO F/R: 1 May 47

Following unit action directed.

Action: Reorganize, Redesignate

Assigned to: HQ 540th Support Battalion (MSB)

Effective date: 1 December 1993

MTOE/TDA and date: 63135LNG02 NG0192 less para 501 line 09 (Req 1/Auth 1),  
line 18 (Req 2/Auth 2) line 20 (Req 1/Auth 1); para 503 (Req 26/Auth 26);  
para 505 line 06 (Req 1/Auth 1), line 09 (Req 1/Auth 1), line 10  
(Req 10/Auth 10); para 506 (Req 7/Auth 7); para 507 (Req 8/Auth 8);  
para 508 (Req 2/Auth 2); para 510 (Req 6/Auth 6); dated 27 May 1992.

Authorized strength: 101

Required strength: 101

Authority: NGR 10-1 and Sec 211 Calif M/VC & Ltr NGB-ARF-II, Organizational  
Authority Number 152-93 Subject: Reorganization of California ARNG Units  
dated 9 July 1993

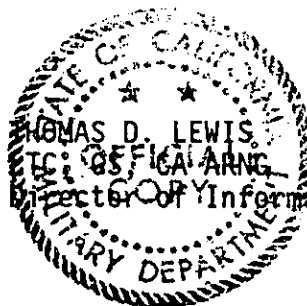
Additional instructions: Officer and warrant officer personnel rosters are  
to be prepared in accordance with CAL ARNGR 600-11. Officer and warrant  
officer rosters are to be submitted to reach this headquarters ATTN:  
CAMP-OPMS not later than 1 December 1993. CAL ARNG Forms 680-2-6, three  
copies are to be submitted to reach this headquarters ATTN: CAMP-SIB not  
later than 1 December 1993. Equipment as directed by USPFO. IAW para 2-6a  
(3), AR 710-2, units are authorized to requisition equipment authorized in  
new MTOE not sooner than 365 days before the effective date of this order.  
Unit Record of Reserve Training Entry in accordance with Table II NGR 680-1.  
ALO: 3. TPSN: 04040. FAD: IV.

Format: 740

BY ORDER OF THE GOVERNOR:

DISTRIBUTION:

D



Director of Information Management

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road  
P.O. Box 269101  
Sacramento, California 95826-9101

PERMANENT ORDERS 54-5

20 August 1993

Det 1 Co D (Hv Maint) 540th Support Bn (MSB) 1270 Arundell Avenue Ventura CA  
93003-3094 UIC: WQUCD1 F/R: 1 Nov 68

Following unit action directed.

Action: Reorganize, Redesignate, Convert, Change of Station

Assigned to: Co D (-) (Hv Maint) 540th Support Bn (MSB)

Effective date: 1 December 1993

MTOE/TDA and date: 63135LNG02 NG0192 so much of para 501 line 09

(Req 1/Auth 1), line 18 (Req 2/Auth 2) line 20 (Req 1/Auth 1); para 503

(Req 26/Auth 26); para 505 line 06 (Req 1/Auth 1), line 09 (Req 1/Auth 1),

line 10 (Req 10/Auth 10); para 506 (Req 7/Auth 7); para 507 (Req 8/Auth 8);

para 508 (Req 2/Auth 2); para 510 (Req 6/Auth 6); dated 27 May 1992.

Authorized strength: 65

Required strength: 65

Authority: NGR 10-1 and Sec 211 Calif M/VC & Ltr NGB-ARF-II, Organizational

Authority Number 152-93 Subject: Reorganization of California ARNG Units  
dated 9 July 1993

Additional instructions: Officer and warrant officer personnel rosters are

to be prepared in accordance with CAL ARNGR 600-11. Officer and warrant

officer rosters are to be submitted to reach this headquarters ATTN:

CAMP-OPMS not later than 1 December 1993. CAL ARNG Forms 680-2-6, three

copies are to be submitted to reach this headquarters ATTN: CAMP-SIB not

later than 1 December 1993. Equipment as directed by USPFO. IAW para 2-6a

(3), AR 710-2, units are authorized to requisition equipment authorized in

new MTOE not sooner than 365 days before the effective date of this order.

Unit Record of Reserve Training Entry in accordance with Table II NGR 680-1.

Old unit: Service Battery 1st Bn 144th FA, 700 E Canon Perdido Street, Santa  
Barbara, California 93103-3094 UIC: WPCGSO F/R: 1 Nov 68.

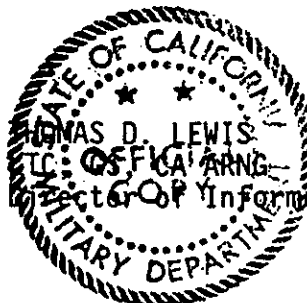
ALO: 3. TPSN: 04040. FAD: IV.

Format: 740

BY ORDER OF THE GOVERNOR:

DISTRIBUTION:

D



Director of Information Management

## APPENDIX H

### INPUT FOR PERMANENT ORDERS

H-1. Upon receipt of an authorization document, the commander will review the document for changes and impacts to personnel and equipment. Commanders will respond, in writing, identifying impacts to personnel and equipment. If no impacts are identified the commander will provide a statement to that effect. Additionally, the commander will provide input to the publication of Permanent Orders, if, the parent unit has detachments or more than one unit. Input for Permanent Orders will identify personnel allocations by paragraph and line number and give required and authorized strengths for each. Input for Permanent Orders and authorization document impact statements will be forwarded to this headquarters, Attn: CAOT-FD, within 45 days of receipt of the authorization document.

H-2. Input for Permanent Orders for a single unit with a detachment will be provided in the format as identified in Figures H-1 and H-2. The input for the unit(-) will identify the current authorization document number to which it is organized under and the paragraphs/lines and required/authorized strengths removed from the unit(-) MTOE/TDA that create the detachment. Figure H-2 is an example of input for the detachment of a single unit(-). The input for the detachment will be shown with the applicable paragraphs/lines and required/authorized strengths taken from the unit(-) authorization document.

H-3. Figure H-3 is an example of Permanent Orders input for an organization with multiple unit breakouts. Commander's input for Permanent Orders will identify requirements as listed in H-1 of this appendix, and also identify any supporting TDA. The input will include the TDA number and CCNUM, Para/Line, auth/req strengths, and identify the unit which the TDA supports.

H-4. Commander's input for Permanent Orders will include all information required in Orders Format 740 as shown in Figures H-1, 2, and 3. The Permanent Order number and date will be determined by this headquarters and therefore are not required in the Commander's input.

## APPENDIX G (continued)

CHECK LIST FOR DA FORM 4610-R		
Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to HGB-ARF-D.		
SECTION A - SIDE 3		
ITEM	YES	NO
25. Has DA TMDE registration number (DA Pam 700-20) been included with request for TMDE? (See paragraph 2-44, AR 71-13.)		
26. Are communication net diagrams (wire or radio diagrams) prepared in the format prescribed (figure 2-2, AR 71-13).		
27. If commercial equipment (SB 700-20, Chapter 6) is being requested, are reasons stated why standard items (SB 700-20, Chapter 2) are not satisfactory, to include cost comparison of the two items from the standpoint of lease versus purchase? Is the recommendation made on whether or not the item should be adopted as standard and added as an adopted item or as a new item?		
28. If tool sets, test equipment, and other maintenance related items are being requested, is the level of maintenance to be performed, the end item to be maintained, and that [rescribes the specific use cited.		
29. If power driven equipment is being requested, is a statement included as to the source of power for such equipment?		
30. Is a specific statement that the item can be stored and maintained included? Are the personnel associated with the equipment in a concept plan or are they already in the published TDA?		
31. If the request is for materials handling equipment (MHE), is there evidence of coordination with the appropriate installation MHE control office? (See paragraph 3-29, AR 71-13.)		
34. Unit Commander's Signature	Date Reviewed	
35. Next Higher Commander's Signature	Date Reviewed/Concurred	
36. Next Higher Commander's Signature	Date Reviewed/Concurred	



## APPENDIX G (continued)

CHECK LIST FOR DA FORM 4610-R		
Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to NGB-ARF-D.		
SECTION A - SIDE 1		
ITEM	YES	NO
PART I - HEADING		
1. Is the correct heading used?		
2. Is the correct title of the function area addressed?		
3. Is the correct document number used?		
4. Is the correct unit designation used?		
5. Is the correct CCNUM, approved by NGB-ARF used?		
6. Is there a statement in part IV that the equipment is not required for the current document?		
Part IIA - Items to be added and/or deleted		
7. Do the paragraph or subparagraph numbers listed match the NGB approved document being addressed?		
8. Is the item(s) requested the latest adopted one IAW SB 700-20?		
9. If the item(s) requested is to replace an item(s) presently authorized, is that item(s) shown as a delete?		
10. Is the cost of the item(s) noted?		
Part IIB - Items to be deleted from other MTOE or TDA		
11. If the item(s) requested in part IIA is to be transferred from another document, does part IIB list the other MTOE or TDA?		
Part III - Positions to be added (A) or deleted (D)		
12. If additional personnel spaces are required to use the equipment being requested in part IIA, are the personnel spaces listed in part III?  Is there a statement in part IV that the personnel spaces have been approved by NGB/HQDA? If so, provide a copy of the approval.		

## APPENDIX G (continued)

SECTION A - SIDE 2		
ITEM	YES	NO
Part III - Positions to be added (A) or deleted (D)		
13. If a different MOS is required to operate the equipment requested in part IIA, does part III list the added and deleted MOSs?		
Part IV - Justification		
14. Has the request been reviewed by interested staff agencies? (Optional)		
15. Is there a statement in the justification on why like items presently authorized cannot be used to accomplish the function?		
16. Does the justification fully and completely support the request?		
17. Are cost savings and other benefits for the personnel, maintenance, and support equipment stated? If higher costs for personnel, maintenance, or support equipment are required, should they be expended?		
18. Is the function the item will serve and how it will be used stated?		
19. Is the specific impact on unit mission if the item is not obtained stated?		
20. Is the item(s) requested within proponent approval authority under provision of AR 310-49?		
21. If the request is for support of a new mission, is the authority to perform the mission cited and does the justification clearly state that the requirement(s) will be satisfied from one or more TAADS documents? If yes, is part II of DA Form 4610-R completed to list the deletions?		
22. If tactical communications equipment is being requested for a TDA unit, have paragraph 3-56 and figure F-6 of AR 71-13 been compiled with?		
23. If the request is for a nonreadiness reporting MTOE military police unit, does the justification state the number of TDA augmentation personnel that will use the equipment requested? Does the number equal the manpower requirement as listed in the published TDA? If vehicles are requested, is a general purpose or vehicle requested? Are the number of areas patrolled cited in the justification? Are the patrol areas of teams used for 24-, 12-, or 8- surveillance?		
24. If the request is based on an increase in equipment usage, has actual use all of like type equipment on the TDA been considered to determine whether the increase can be accommodated with current resources? State why it is not feasible.		

## APPENDIX G

CHECK LIST FOR MTOE CHANGE REQUESTS		
<p><i>Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to NGB-ARF-D.</i></p>		
ITEM	YES	NO
1. Was the correct MTOE (including variation) used?		
2. Are all levels of organization addressed?		
3. Is the item being requested for the proper Paragraph (placement) in the MTOE?		
4. Is the recommended change wartime oriented/essential and will it still be valid 18 to 24 months hence?		
5. Will the change improve the unit's ability to accomplish and train for its assigned <u>wartime</u> mission?		
6. Can the function be performed by using current assets?		
7. Has the total document been reviewed for other possible changes and does the proposal represent a consolidated submission?		
8. Is there another recommended change pending/working?		
9. Is associated equipment/personnel addressed, if appropriate?		
10. Does the request meet the requirements of AR 570-2 (personnel) and AR 71-13 (equipment)?		
11. Is requested equipment listed in SB 700-20, Chapter 2 (only those items listed in SB 700-20, Chapter 2, can be documented in a MTOE)?		
12. Are positions graded in accordance with the AR 611-series?		
13. Was approval obtained for enlisted positions where grades exceed the Standards of Grade Authorization under AR 611-201, paragraph 1-10? If so, provide a copy of the approval.		
14. Does the rationale support the requested change and does it state <u>why</u> the change is essential?		
15. Is DA Form 4610-R completed IAW current guidance; are all items within a paragraph addressed before proceeding to the next paragraph; and are all items numbered sequentially?		

## APPENDIX G (continued)

<p><i>Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to NGB-ARF-D.</i></p>		
ITEM	YES	NO
16. Is the requested change in keeping with HQDA policy of developing organizations with the "minimum essential" personnel and equipment required to accomplish the assigned wartime mission?		
17. Have concurrences from like units within the command been obtained? (Nonconcurrences should be forwarded for consideration.)		
18. Is the change applicable to all like units, regardless of location? (If not, should the change be applied only to the requesting unit as an MTOE exception?)		
19. Unit Commander's Signature	Date Reviewed	
20. Next Higher Commander's Signature	Date Reviewed/Concurred	
21. Next Higher Commander's Signature	Date Reviewed/Concurred	

8 August 1994

CA ARNG Regulation 10-1

APPENDIX F (continued)

b. On the basis of this initial evaluation, prepare (check one):

- \_\_\_\_\_ A Preliminary Assessment Screening (PAS).
- \_\_\_\_\_ A Record of Environmental Consideration (REC) IAW paragraph 4-3, AR 200-2.
- \_\_\_\_\_ An Environmental Assessment (EA) based on paragraphs 5-2 and 5-3 criteria, IAW paragraphs 5-4 and 5-5, AR 200-2.
- \_\_\_\_\_ Notice of Intent (NOI) to prepare and Environmental Impact Statement based on paragraphs 6-2 and 6-3 criteria, IAW paragraph 6-7, AR 200-2.

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Proponent

Associate Environmental Planner  
State Military Department

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F (continued)

	YES	MAYBE	NO	N/A
<b>h. Water. Will the proposal result in:</b> (Ref: AR 200-1, Chapter 3)				
(1) Changes in currents or the course of water movements in either marine or fresh water? (e.g. drainage patterns)	—	—	—	—
(2) Discharge into surface waters or any alteration of surface water quality?	—	—	—	—
(3) Change in the quality and/or quantity of ground waters, either through direct additions, withdrawals, or through interception of an aquifer by cuts or excavations?	—	—	—	—
(4) Potential for accidental spills of hazardous or toxic material near or in a body of water?	—	—	—	—
(5) The need for spill prevention and contingency measures to be developed?	—	—	—	—
(6) The construction of facilities or implementation of actions within floodplains or wetlands?	—	—	—	—
(7) Requires a discharge permit?	—	—	—	—
<b>i. Archeological/Historical.</b>				
(1) Will the proposal result in an alteration or destruction of an archeological or historical site, structure, object, or building on or eligible for inclusion in the National Register of Historic Places? (Ref: AR 200-1, Chapter 12, Sec 12-4)	—	—	—	—
(2) All areas have not been critically evaluated?	—	—	—	—
<b>j. Population. Will the proposal alter the location, distribution, or density, of the human population of an area?</b>				
	—	—	—	—

## APPENDIX F (continued)

	YES	MAYBE	NO	N/A
k. Utilities. Will the proposal result in a need for new systems, or alterations to the following utilities:				
(1) Electrical power, fossil fuel or, other (_____)? specify	—	—	—	—
(2) Drinking water?	—	—	—	—
(3) Wastewater treatment?	—	—	—	—
(4) Sewer collection systems?	—	—	—	—
(5) Washracks?	—	—	—	—

F-8. DISCUSSION OF ENVIRONMENTAL ANALYSIS AND POTENTIAL IMPACTS INCLUDE MITIGATION. (Address all "Yes" and "Maybe" answers and "No" answers in the Natural Resources section on a separate sheet.)

F-9. DETERMINATION. (To be completed by the State/Territory Environmental POC)

	YES	MAYBE	NO	N/A
a. Mandatory Findings or Significance.				
(1) Does the project have the potential to degrade the quality of the environment, or curtail the diversity in environment?	—	—	—	—
(2) Does the project have the potential for cumulative impacts on environmental quality when effects are combined with those of other actions or when the action is of lengthy duration (e.g. multiple construction, training, exercises, mission expansion)?	—	—	—	—
(3) Does the project have environmental effects which will cause substantial adverse effects on humans either directly or indirectly? (e.g. Noise, Air Quality, Water Quality, of Life)	—	—	—	—

## APPENDIX F (continued)

	YES	MAYBE	NO	N/A
(4) The introduction of a barrier to the migration or movement of animals?	—	—	—	—
(5) Deterioration, alteration, or destruction to existing wildlife or fish habitat?	—	—	—	—
(6) Increase in the rate of use of any natural resources?	—	—	—	—
(7) Depletion of any nonrenewable natural resources?	—	—	—	—
(8) Alteration, destruction, or significant impact on environmentally sensitive areas?	—	—	—	—
f. Land Use. Will the proposal result in:				
(1) The alternation of the present land use of an area?	—	—	—	—
(2) Will the proposed project/action take place on:				
(a) State owned land?	—	—	—	—
(b) Federal owned (DOD owned land)?	—	—	—	—
(c) Privately owned land?	—	—	—	—
(d) County/city owned?	—	—	—	—
(e) Other _____ (specify)	—	—	—	—
(3) Does the proposal contain a federal real estate action? PAS done?	—	—	—	—
(a) Require an increase of acreage/ amendment to an existing lease, or license?	—	—	—	—
(b) Require new purchase of ____ (no.) acres with Federal, State, or other funds?	—	—	—	—



## APPENDIX F (continued)

	YES	MAYBE	NO	N/A
(c) Required new lease, license, land use permit for ____ (no.) acres?	—	—	—	—
(d) Does action require the disposal or replacement of existing facilities?	—	—	—	—
<b>g. Hazardous Risk/Waste Disposal. Will the proposal result in: (Ref: AR 200-1, Chapter 6)</b>				
(1) Generation of hazardous waste?	—	—	—	—
(2) Treatment, storage, and/or disposal of hazardous waste or materials?	—	—	—	—
(3) The storage, treatment, or disposal site/facility being permitted?	—	—	—	—
(4) Risk of an explosion, spill, or the release of oil or hazardous substances including, but not limited to pesticides, chemicals or radiation?	—	—	—	—
(5) A need for procedures to be specified for the proper handling, storage, use, disposal, and cleanup of hazardous and or toxic materials?	—	—	—	—
(6) A need for trained personnel to be available for handling and disposal of hazardous and toxic materials?	—	—	—	—
(7) The generation of solid wastes which must be disposed of either on site or off site by contractor?	—	—	—	—
(8) Training that generates or has the potential to generate HWs?	—	—	—	—
(9) Opportunity for hazardous minimization and recycling?	—	—	—	—

## APPENDIX F (continued)

- d. Environmental setting including present and past use of the proposed site:
- e. How is the land currently zoned, commercial/part of an industrial park/airport/other?
- f. Distance to environmentally sensitive areas? List the sites by type and distance.

## F-7. ENVIRONMENTAL IMPACT ANALYSIS. (Select most correct answer to each question.)

	YES	MAYBE	NO	N/A
a. Air. Will the proposal result in: (Ref: AR 200-1, Chapter 4)				
(1) Air Emissions, introduction of smoke, dust suspended particles, or noxious gases into the air which may result in the deterioration of air quality?	—	—	—	—
(2) The creation of objectionable odors or smoke?	—	—	—	—
(3) Particulate/dust migration beyond facility boundaries?	—	—	—	—
(4) Are permits required?	—	—	—	—
b. Traffic. Will the proposal result in:				
(1) Generation or increase in aircraft activity or traffic?	—	—	—	—
(2) Generation or increase in vehicular movement or activity?	—	—	—	—
(3) Use/creation of unimproved roads?	—	—	—	—
c. Noise. Will the proposal result in: (Ref: AR 200-1, Chapter 7)				
(1) Increase noise levels?	—	—	—	—
(2) Location close to a civilian community where noise might affect the population? Provide the distance to the nearest noise sensitive area.	—	—	—	—

## APPENDIX F (continued)

YES MAYBE NO N/A

a. Residence \_\_\_\_\_

b. Church \_\_\_\_\_

c. School \_\_\_\_\_

d. Hospital \_\_\_\_\_

- (3) Specifying minimum altitudes and flight times aircraft operations, to ensure noise impacts are minimized?

— — — —

- (4) Additional night (2200-0700 hours) operations?

— — — —

## d. Earth. Will the proposal result in:

- (1) Long term disruptions, displacement, compaction, overcovering of the soil, permanent changes in topography or ground surface relief features?

— — — —

- (2) Long term increase in wind or water erosion of soils, either on or off the site?

— — — —

e. Natural Resources. "No" answers in this section must be supported by a letter or phone record from a subject matter expert (SME) who was contacted, include date and position of the SME.

Will the proposal result in:

(Ref: AR 200-1, Chapter 12, Section 12-3)

- (1) Change in the diversity of species or numbers of any species of mammals, birds, reptiles, amphibians, and fish or plants including trees, shrubs, grass, crops, microflora, or aquatic plants?

— — — —

- (2) Introduction of new species of animals or plants into an area?

— — — —

- (3) Reduction of the numbers of any listed, proposed, or candidate threatened, unique, rare, or endangered species of plants or animal?

— — — —

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
2829 Watt Avenue  
P.O. Box 214405  
Sacramento, California 95821-0405

PERMANENT ORDERS 99-5

6 November 1992

<u>UNIT DESIGNATION</u>	<u>STATION AND FEDERAL- RECOG- NITION DATE</u>	<u>MTOE/TDA AND DATE</u>	<u>REQUIRED STRENGTH</u>	<u>AUTHORIZED STRENGTH</u>
HHT (-) 1st Sqdn 18th Cav WPZ7T0	950 N Cucamonga Ave Ontario CA 91764-2999 F/R: 3 Nov 47	17385LNG01 NG0193 Less Para 119 (Req 5/Auth 5); Para 120 (Req 15/ Auth 12); Para 121 (Req 15/Auth 13); Para 122 (Req 17/ Auth 12); Para 200 (Req 250/Auth 212); Para 300 (Req 68/ Auth 66); dated 19 May 92 TDA NGWPZ799 NG0190 Para 001 (Req 10/ Auth 10); dated 12 Dec 89	182	152
Det 1 HHC 1st Sqdn 18th Cav WPZ7T1	Bldg 16 AFRC Los Alamitos CA 90720-5001 F/R: None	17385LNG01 NG0193 Para 119 (Req 5/ Auth 5); Para 120 (Req 15/Auth 12); Para 121 (Req 15/ Auth 13); Para 122 (Req 17/Auth 12); dated 19 May 92	52	42
Trp A 1st Sqdn 18th Cav WPZ7A0	600 S Park Ave Pomona CA 91766-3040 F/R: 25 Feb 47	17385LNG01 NG0193 Para 200 (Req 125/ Auth 106); dated 19 May 92	125	106
Trp B 1st Sqdn 18th Cav WPZ7B0	423 East B Street Colton CA 92324-2704 F/R: 25 Feb 47	17385LNG01 NG0193 Para 200 (Req 125/ Auth 106); dated 19 May 92	125	106
Trp C 1st Sqdn 18th Cav WPZ7C0	Bldg 16 AFRC Los Alamitos CA 90720-5001 F/R: 5 Jun 47	17385LNG01 NG0193 Para 300 (Req 34/ Auth 33); dated 19 May 92	34	33
Trp D 1st Sqdn 18th Cav WPZ7D0	Bldg 16 AFRC Los Alamitos CA 90720-5001 F/R: 5 Apr 53	17385LNG01 NG0193 Para 300 (Req 34/ Auth 33); dated 19 May 92	34	33

Figure H-3. Input for Permanent Orders  
Single organization with multiple units

Permanent Orders 99-5 OTAG 6 Nov 92

Following unit action directed.

Action: Reorganize

Assigned to: Headquarters Avn Bde 40th Inf Div

Effective date: 1 September 1993

Authority: NGR 10-1 and Sec 211 Calif M/VC & Memo NGB-ARF-D

Subj: Official Implementation Copy of MTOE

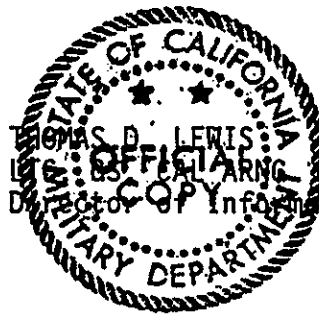
Additional instructions: Officer and warrant officer personnel rosters are to be prepared in accordance with CAL ARNGR 600-11. Officer and warrant officer rosters are to be submitted to reach this headquarters ATTN: CAMP-OPMS not later than 1 Oct 93. CAL ARNG Forms 680-2-6, three copies are to be submitted to reach this headquarters ATTN: CAMP-SIB not later than 1 Oct 93. Equipment as directed by USPF0. IAW para 2-6a (3), AR 710-2, units are authorized to requisition equipment authorized in new MTOE not sooner than 210 days before the effective date of this order. Unit Record of Reserve Training Entry in accordance with Table II NGR 680-1. ALO: Officers/Warrant Officers/Equipment at Level 1, Enlisted at Level 3. This unit is overall ALO: 3 TPSN: 04040.

Format: 740

BY ORDER OF THE GOVERNOR:

DISTRIBUTION:

D



Director of Information Management

APPENDIX F

RECORD OF ENVIRONMENTAL CONSIDERATION  
AND  
ARNG ENVIRONMENTAL CHECKLIST

Date \_\_\_\_\_

State \_\_\_\_\_

RECORD OF ENVIRONMENTAL CONSIDERATION  
UNIT/EQUIPMENT ACTIONS

F-1. TITLE.

F-2. Description of Proposed Action. (include existing environmental setting)

F-3. Anticipated State Date and/or Duration of Proposed Action. \_\_\_\_\_

F-4. It has been determined that the action (choose one).  
(To be completed by the State or Territory Environmental POC)

- a. Is adequately covered in the existing EA \_\_\_\_\_ EIA \_\_\_\_\_ EIS \_\_\_\_\_  
entitled: \_\_\_\_\_ dated: \_\_\_\_\_
- b. Qualifies for Categorical Exclusion # \_\_\_\_\_ Appendix A, AR 200-2.
- c. Is exempt from NEPA requirements under the provisions of (cite superseding law).

SIGNED: \_\_\_\_\_  
Proponent for proposed action

DATE: \_\_\_\_\_

CONCURRED: \_\_\_\_\_ CONCURRED: \_\_\_\_\_

State Environmental Planner

Facilities Management Officer

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONCURRED: \_\_\_\_\_

Director, Organization and Training

DATE: \_\_\_\_\_

## APPENDIX F (continued)

Date \_\_\_\_\_

State \_\_\_\_\_

Project# \_\_\_\_\_

## ARNGR ENVIRONMENTAL CHECKLIST

## F-5. BACKGROUND.

a. Name of Proponent: \_\_\_\_\_

b. Address and Phone Number of Proponent: \_\_\_\_\_

c. Name of Proposal: \_\_\_\_\_

d. Start and End dates of proposed action: \_\_\_\_\_

e. Has the project/action been addressed in a separate environmental document? If so, give title, agency, and date.

F -6. DESCRIPTION. All questions in this section must be answered. Include a 1/50, 1/25, 1/24, or 1/12.5 USGC, Army tactical or equivalent map with the site clearly marked.)

a. The project/action will involve (Check one or more)

\_\_\_\_\_ Training Activities/areas unit stationing action).

\_\_\_\_\_ Construction

\_\_\_\_\_ Maint/Repair/Rehab

\_\_\_\_\_ Lease or license

\_\_\_\_\_ Reorganization/Restationing

\_\_\_\_\_ Environmental Permits/Inspections

\_\_\_\_\_ Others (explain)

b. Has the real estate action been addressed in a separate environmental documentation? If so, give the title and date.

c. Description and location of ARNG proposal.

August 1994

CA ARNG Regulation 10-1

(CAOT-FD)

FOR THE GOVERNOR:



TANDY K. BOZEMAN  
Major General  
The Adjutant General

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